

SALT LAKE CITY

2019 ★ ★ ★ ★

Candidate Guide





**SALT LAKE CITY
RECORDER'S OFFICE**

451 S. State St. Rm 415
Salt Lake City, UT 84111
801-535-7671

Dear Candidate,

Congratulations on your decision to run for an elected office in Salt Lake City.

This guide contains information necessary to run for office. Included are copies of the Salt Lake City Code governing elections, campaign finance laws, important dates, and forms/instructions on filing your campaign finance statements online. This guide is also available online at www.sl.gov/attorney/recorder/elections.

One free map of your corresponding district or boundaries is available from the City Recorder's Office when you file your Declaration of Candidacy. Additional maps are available for \$1.50 each.

This package was designed to assist you in your campaign; however, it does not relieve you of your obligation to know the election laws of the State of Utah and Salt Lake City (found respectively in Titles 10 and 20A of the Utah Code and Sections 2.46, and 2.68 of the Salt Lake City Code).

The City Recorder's Office oversees the Salt Lake City election process as well as the candidate filing process. If you have any questions or need more information, please call us at 801-535-7671 or visit the Recorder's Office at 451 S. State St., Room 415. You can contact us by email at elections@slcgov.com.

Information provided to the City Recorder in conjunction with the election is considered public information and will be released to the public upon request. You may make your residential and mailing address a protected record by providing an alternate address or phone number pursuant to § 63G-2-305(52).

Best wishes for a successful campaign.

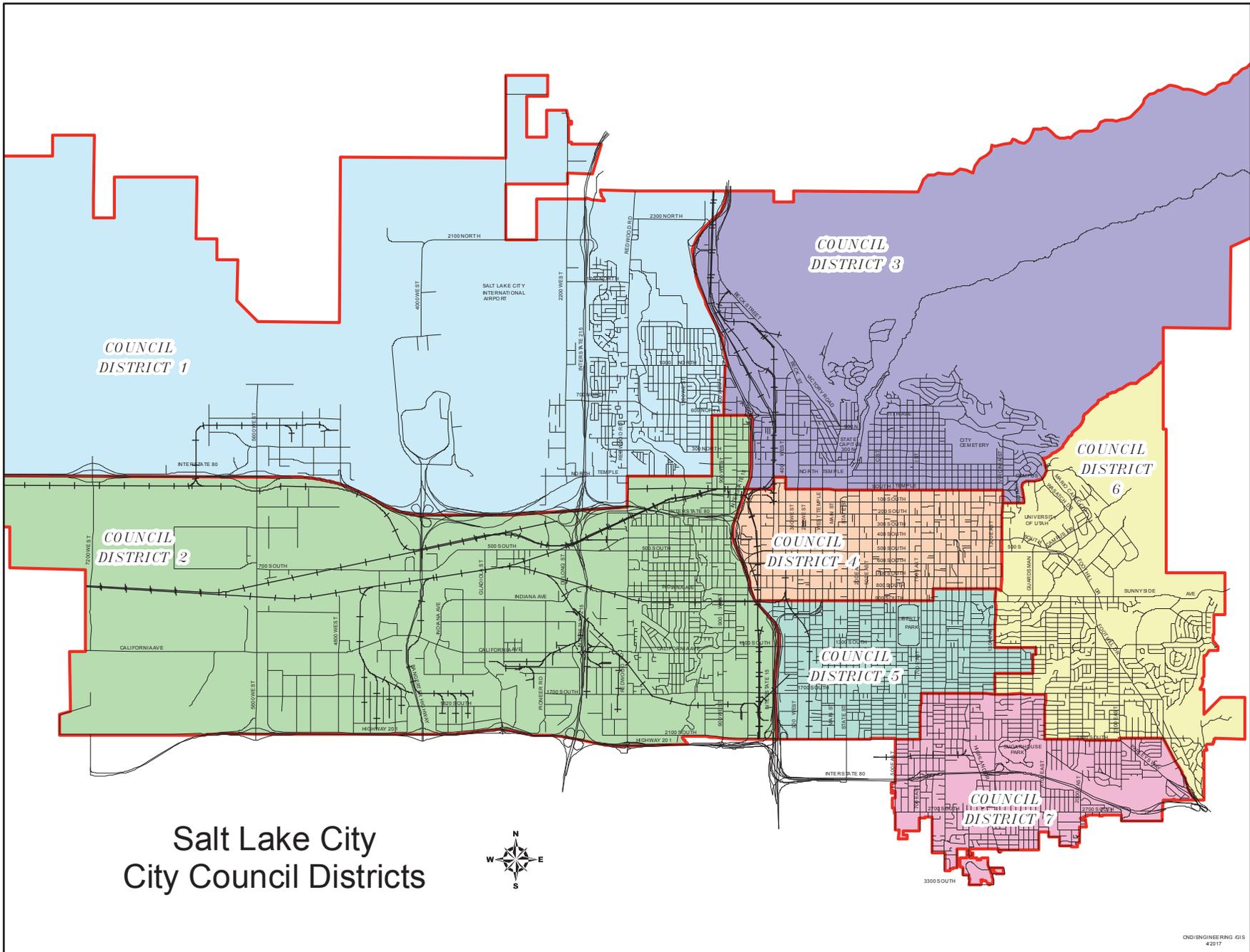
Sincerely,

A handwritten signature in black ink that reads "Cindi Mansell".

Cindi Mansell, MMC/CRM
Salt Lake City Recorder

A handwritten signature in black ink that reads "Nicole Smedley".

Nicole Smedley, CMC
Assistant City Recorder/Elections Specialist



Salt Lake City
City Council Districts





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Important Dates

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- Campaign Finance Disclosure Dates





2019 IMPORTANT ELECTION DATES

Candidate Filing Period.....June 3 - 7 (Monday – Friday 8 a.m. to 5 p.m.)

Official Candidate List on Website.....June 10

Primary Election..... August 13

General Election November 5

– PRIMARY ELECTION DATES –

Last Day to Withdraw Candidacy & Remove Name from BallotJune 11

Military and Overseas Ballot MailingJune 28

Candidate Bio on State Website Due.....July 1

Ballot Mailing BeginsJuly 22

Primary ElectionAugust 13

Primary Election CanvassAugust 27

– GENERAL ELECTION DATES –

Last Day to Withdraw Candidacy & Remove Name from BallotSeptember 3

Last Day to Qualify as a Write-In..... September 3

Candidate Bio on State Website Due..... September 6

Military and Overseas Ballot Mailing September 20

Ballot Mailing BeginsOctober 14

General Election..... November 5

General Election Canvass November 19

CAMPAIGN FINANCE DISCLOSURE DATES



FILING DATES FOR 2019 CAMPAIGN FINANCE STATEMENTS

- **July 1, 2019**
(Reporting period: February 13, 2019 to June 28, 2019)
- **August 6, 2019** (7 days before the Primary Election*)
(Reporting period: June 29, 2019 to August 3, 2019)
- **September 12, 2019** – For unsuccessful candidates in Primary Election
(Reporting period: August 4, 2019 to September 9, 2019)
- **October 29, 2019** – For General Election candidates (7 days before the General Election*)
(Reporting period: August 4, 2019 to October 26, 2019)
- **December 5, 2019** – For General Election candidates
(Reporting period: October 27, 2019 to December 2, 2019)
- **February 18, 2020** – For all candidates
(Reporting period: December 3, 2019 to February 15, 2020)

*During the seven (7) day period before any election, **each personal campaign committee shall file with the City Recorder a verified report of each contribution over five hundred dollars (\$500.00) within twenty-four (24) hours after receipt of each such contribution.** Such report shall contain the information required by SLC Code § 2.46.090(A)(3).

OTHER REQUIREMENTS

- All statements are due at 5:00 p.m. on the filing due date.
- If a candidate fails to file the campaign finance statement which is due 7 days before the Primary or General Election before 5:00 p.m., the candidate will be disqualified and votes cast for the candidate will not be counted.

SECTION II

General Information

- How to Become a Candidate
- City/County Services
- Master Ballot Position List
- Electronic Voter Information Website
- Municipal Campaign Finance Reporting

2019 MUNICIPAL ELECTION MAYOR AND CITY COUNCIL DISTRICTS 2, 4 & 6



– HOW TO BECOME A CANDIDATE –

QUALIFICATIONS FOR CANDIDACY

Anyone wishing to file for candidacy must meet the following qualifications:

1. Be a United States citizen at the time of filing;
2. Be at least 18 years old at the time of the next municipal election;
3. Be a registered voter of the municipality;
4. Be a resident of Salt Lake City for 12 months immediately preceding the date of the election, and in the case of Councilmember, be a resident of the council district 12 months immediately preceding the date of election;
5. In accordance with Utah Constitution Article IV, Section 6, a mentally incompetent individual convicted of a felony, or an individual convicted of treason or a crime against the elective franchise, may not hold office in this state until the right to hold elective office is restored under §20A-2-101.3 or §20A-2-101.5.

QUALIFICATIONS FOR WRITE-IN CANDIDATES

Anyone wishing to become a valid write-in candidate must meet the above qualifications, file a Declaration of Candidacy, and pay the appropriate filing fee 65 days before the municipal general election.

FEE REQUIRED

Mayor candidate:

- \$360
- Or in lieu of fee, submit a petition signed by 45 residents from each council district, for a total of 315 residents who are at least eighteen (18) years old. This petition will be construed as an alternative to payment of the required fee for persons for whom such fee would create a financial hardship.

Councilmember candidate:

- \$86
- Or in lieu of fee, submit a petition signed by 75 residents within the council district who are at least eighteen (18) years old. This petition will be construed as an alternative to payment of the required fee for persons for whom such fee would create a financial hardship.

DECLARATION OF CANDIDACY - REQUIREMENTS

Candidates must file a “Declaration of Candidacy” form with the City Recorder (see Section V of this guide). Candidate must file in person on any business day during the hours of 8:00 a.m. to 5:00 p.m. from June 3, 2019 to June 7, 2019. The City Recorder’s Office is located at 451 S. State Street, Room 415, Salt Lake City, UT.

If the position is up for election, any resident of Salt Lake City may nominate a candidate for mayor by filing a “Nomination Petition” (see Section V of this guide) with the City Recorder during the declaration of candidacy period from June 3, 2019 to June 7, 2019. The \$360 fee is also required and the prospective candidate must meet all the requirements to run for office. In lieu of the fee, an additional 45 signatures per council district is required for a total of an additional 315 signatures.



Any resident of Salt Lake City may also nominate a candidate for councilmember by filing a “Nomination Petition” (see Section V of this guide) with the City Recorder between the dates of June 3, 2019 and June 7, 2019 during regular business hours. The \$86 fee is also required and the prospective candidate must meet all the requirements to run for office. In lieu of the fee, an additional 75 residents of the council district is required.

Any candidate may withdraw candidacy by filing a “Withdrawal of Candidacy” form (see Section V of this guide). The deadline for the Primary Election is June 11, 2019 and the deadline for the General Election is September 3, 2019. Immediately following the filing deadline, the City Recorder will publish the names of candidates in the Salt Lake Tribune and the Deseret News. Any “Declaration of Candidacy” or “Nomination Petition” will be deemed valid unless a written objection is filed with the City Recorder within five days after the last day of filing. If an objection is made, the City Recorder will immediately email or personally deliver notice of the objection to the affected candidate and decide on any objection within 48 hours after it is filed. If the City Recorder sustains the objection, the candidate may correct the problem by either amending the declaration/nomination petition or filing a new declaration within three days after the objection is sustained.

PERSONAL CAMPAIGN COMMITTEES

Each candidate must file a “Registration of Personal Campaign Committee” form (see Section V of this guide) with the City Recorder indicating their personal campaign committee has been appointed and giving the name and address of each member and designating the secretary of the committee. The candidate must also declare to limit campaign contributions and expenditures or decline to limit campaign contributions and expenditures (see SLC Code Section 2.46.080 and Section V of this guide).

PERSONAL CAMPAIGN COMMITTEES LEFT OPEN

Candidates who leave their committees open beyond the election year must make another declaration to limit campaign contributions and expenditures or decline to limit campaign contributions and expenditures on February 15 of the year after the election. The candidate will be required to submit a campaign finance statement on February 15 of each consecutive year.

FAIR CAMPAIGN PLEDGE

Each candidate is given the opportunity to voluntarily pledge to follow the basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that after vigorously contested but fairly conducted campaigns, citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues. (§20A-9-206) (See Section V of this guide).



SALT LAKE COUNTY ELECTION SERVICES

Salt Lake City Corporation contracts with Salt Lake County Elections to manage the following:

- Vote Center Locations
- Poll Workers and Judges
- Ballot Administration
- Voting on Election Day
- Tabulating and Reporting
- Voter Registration Data and Forms

Salt Lake County Elections can provide the following information:

- List of Registered Voters in a Council District
- Voter Registration Forms
- Past Election Statistics

QUESTIONS REGARDING MUNICIPAL ELECTIONS

If citizens have questions about which voting precinct they live in, voter registration, or where a vote center is located, they should call the Salt Lake County Elections office at 385-468-7400.

Any other questions, contact: City Recorder’s office at 801-535-7671, or by email at elections@slcgov.com or access the information at www.slc.gov/attorney/recorder/elections.

— MASTER BALLOT POSITION LIST —

In accordance with §20A-6-305, Utah Lieutenant Governor Spencer J. Cox hereby establishes the Master Ballot Position List, establishes written procedures for election officials to use the Master Ballot Position List, establishes written procedures for the Lieutenant Governor in conducting the randomization in a fair manner, and proved a record of the random selection process used.

1	2	3	4	5	6	7	8	9	10	11	12	13
F	X	C	Y	O	A	B	U	S	L	M	V	Q

14	15	16	17	18	19	20	21	22	23	24	25	26
E	W	Z	R	H	G	K	P	N	J	D	I	T

ELECTRONIC VOTER INFORMATION WEBSITE



– HOW TO SUBMIT YOUR CANDIDATE PROFILE –

The Lieutenant Governor’s Office provides candidates with the opportunity to submit a candidate profile for the website, VOTE.UTAH.GOV. Your profile includes biographical information, a picture, and a short statement, and it will be available for voters to see.

HOW DO I SUBMIT MY PROFILE?

1. Visit the website VOTE.UTAH.GOV. Select the button “Resources for Candidates, Political Groups & Parties” at the bottom of the page.
2. After being directed to a new page, select the option “Submit Candidate Profile.”
3. You will be directed to the UtahID portal. If you do not have a UtahID account, you must create one to proceed. If you already have a UtahID account, simply log into your account.
4. After creating your UtahID account, you will be prompted for a PIN number. To obtain a PIN number, select your name in the dropdown menu then check your email.
5. After selecting your name in the dropdown menu, you will receive an email with your PIN number. Your PIN number will be sent to the email address that you provided on your declaration of candidacy. It will not be sent to the email address of your UtahID account.
6. After receiving your PIN number, enter it into the website and click “Submit.”
7. After entering your PIN number, the website will prompt you to enter your candidate profile. After you are completed, click “Submit for Approval.” You have the ability to save and edit your profile before the deadline.

WHEN DO I SUBMIT MY PROFILE?

You must submit your profile before the following deadlines:

- **Primary Election Profiles: Monday, July 1, 2019 at 5:00 p.m. (Mountain Time)**
- **General Election Profiles: Friday, September 6, 2019 at 5:00 p.m. (Mountain Time)**

Please note that these deadlines are established by law. As a result, late submissions and edits cannot be accepted.

Do you need assistance with your candidate profile? Contact the Utah Lieutenant Governor’s Office at (801) 538-1041 or elections@utah.gov.

VOTER INFORMATION WEBSITE

20A-7-801. Statewide Electronic Voter Information Website Program -- Duties of the lieutenant governor -- Content -- Duties of local election officials -- Deadlines -- Frequently asked voter questions -- Other elections.

- (1) There is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.
- (2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:
 - (a) the offices and candidates up for election; and



- (b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters.
- (3) Except as provided under Subsection (6), the website shall include:
- (a) all information currently provided in the Utah voter information pamphlet under Chapter 7, Part 7, Voter Information Pamphlet, including a section prepared, analyzed, and submitted by the Judicial Council describing the judicial selection and retention process;
 - (b) all information submitted by election officers under Subsection (4) on local office races, local office candidates, and local ballot propositions;
 - (c) a list that contains the name of a political subdivision that operates an election day voting center under Section 20A-3-703 and the location of the election day voting center;
 - (d) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions; and
 - (e) any differences in voting method, time, or location designated by the lieutenant governor under Subsection 20A-1-308(2).
- (4)
- (a) An election official shall submit the following information for each ballot label under the election official's direct responsibility under this title:
 - (i) a list of all candidates for each office;
 - (ii) if submitted by the candidate to the election official's office before 5 p.m. no later than 45 days before the primary election and on or before 5 p.m. no later than 60 days before the general election:
 - (A) a statement of qualifications, not exceeding 200 words in length, for each candidate;
 - (B) the following current biographical information if desired by the candidate, current:
 - (I) age;
 - (II) occupation;
 - (III) city of residence;
 - (IV) years of residence in current city; and
 - (V) email address; and
 - (C) a single web address where voters may access more information about the candidate and the candidate's views; and
 - (iii) factual information pertaining to all ballot propositions submitted to the voters, including:
 - (A) a copy of the number and ballot title of each ballot proposition;
 - (B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;
 - (C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and
 - (D) other factual information determined helpful by the election official.
 - (b) The information under Subsection (4)(a) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection (4)(a) for each general election year and each municipal election year.
 - (c) The lieutenant governor shall:
 - (i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;
 - (ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and
 - (iii) organize, format, and arrange the information submitted under this section for the website.
 - (d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:
 - (i) Utah voter needs;
 - (ii) public decency; or
 - (iii) the purposes, organization, or uniformity of the website.
 - (e) A refusal under Subsection (4)(d) is subject to appeal in accordance with Subsection (5).
- (5)
- (a) A person whose information is refused under Subsection (4), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor before 5 p.m. within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection (5)(a) shall contain:
 - (i) a listing of each objection to the lieutenant governor's determination; and
 - (ii) the basis for each objection.
 - (b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the day on which the notice of appeal is submitted.
 - (c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.
- (6)
- (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.
 - (b) The information on the website will anticipate and answer frequent voter questions including the following:
 - (i) what offices are up in the current year for which the voter may cast a vote;
 - (ii) who is running for what office and who is the incumbent, if any;
 - (iii) what address each candidate may be reached at and how the candidate may be contacted;
 - (iv) for partisan races only, what, if any, is each candidate's party affiliation;
 - (v) what qualifications have been submitted by each candidate;
 - (vi) where additional information on each candidate may be obtained;
 - (vii) what ballot propositions will be on the ballot; and
 - (viii) what judges are up for retention election.
- (7) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.

– MUNICIPAL CAMPAIGN FINANCE REPORTING –



PERSONAL CAMPAIGN COMMITTEES

- Required for every candidate prior to receiving any contributions or making expenditures
- Register committee at the City Recorder's Office

FILING DATES FOR 2019 CAMPAIGN FINANCE STATEMENTS

- **July 1, 2019**
(Reporting period: February 13, 2019 to June 28, 2019)
- **August 6, 2019** (7 days before the Primary Election*)
(Reporting period: June 29, 2019 to August 3, 2019)
- **September 12, 2019** – For unsuccessful candidates in Primary Election
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(Reporting period: December 3, 2019 to February 15, 2020)

*During the seven (7) day period before any election, **each personal campaign committee shall file with the City Recorder a verified report of each contribution over five hundred dollars (\$500.00) within twenty-four (24) hours after receipt of each such contribution.** Such report shall contain the information required by SLC Code § 2.46.090(A)(3).

OTHER REQUIREMENTS

- All statements are due at 5:00 p.m. on the filing due date.
- **If a candidate fails to file the campaign finance statement which is due 7 days before the Primary or General Election before 5:00 p.m., the candidate will be disqualified and votes cast for the candidate will not be counted.**

HOW TO FILE FINANCE STATEMENTS

- Electronic Filing – Register with the City Recorder's Office to file online. A tutorial for online reporting system is in Section IV of this guide.
- Hard copy – Use Campaign Finance Statement form (see Section V of this guide).
 - Must be signed and notarized, free public notary service is available at the Recorder's Office.
 - Deliver to the Recorder's Office, fax to 801-535-7681, or email to elections@slcgov.com.

– CONTRIBUTIONS AND EXPENDITURES –



CONTRIBUTIONS PROHIBITED

It shall be unlawful for any person:

1. Who enters into any contract or seeks to enter into any contract with the city either for the rendition of personal services or furnishing any material, supplies, or equipment to the city or for selling any land or building to the city, if payment for the performance of the contract is to be made in whole or in part from city funds, at any time between the commencement of negotiations for the contract and the later of:
 - a) the completion of performance under the contract, or
 - b) the termination of negotiations for the contract, directly or indirectly to make any contribution to a candidate or personal campaign committee; or
2. Knowingly to solicit a contribution from any such person during any such period.

CONTRIBUTION LIMITS

- Mayoral - \$3,560/ per contributor
- City Council - \$760/ per contributor

VOLUNTARY LIMITATION ON CONTRIBUTION AND EXPENDITURES

- Declaration to Limit
 - Contributions to personal campaign from personal funds
 - Mayoral - \$75,000 limit
 - City Council - \$3,000 limit
 - Expenditures
 - Mayoral - \$375,000 limit
 - City Council - \$15,000 limit

CONTRIBUTIONS

- A gift, subscription, donation, loan, advance, or deposit of money or anything of value, including non-monetary contributions such as in-kind contributions and contributions of tangible things.
- Shall not include personal services provided without compensation by individuals volunteering their time.

COORDINATED EXPENDITURE

- An expenditure made by any person in cooperation, consultation, or concert with, or at the request or suggestion of a candidate.
- Includes coordinated advertising on billboards and taxicabs or other ground transportation as described in Salt Lake City Code § 5.71.010.
- Does not include lawn signs, a sign on residential property, a bumper sticker, a handheld sign, a sign on the body of a person, a sign on a motor vehicle other than a taxicab or other ground transportation vehicle, or a sign in a part of a building that is not normally used for commercial advertising by a third party.
- In-kind coordinated expenditure
 - Shall be valued at the usual and normal value of such expenditure, i.e., use of advertising space on billboard or taxicab.
 - Taxicabs – treated as rooftop advertising if the sign is located in a space not usually or normally used for advertising. Value determined as value of rooftop advertising.

For complete reference to the law, go to Salt Lake City Code 2.46, Campaign Financing, in Section III of this guide. The summarizations in Section I does not relieve you of your obligation to know the election laws of Salt Lake City or the State of Utah.

INFORMATION GUIDE FOR SALT LAKE CITY CODE 2.46.050(H), ACCEPTING CONTRIBUTIONS FROM THOSE UNDER CONTRACT OR SEEKING TO CONTRACT WITH THE CITY



This informational guide is intended to answer questions regarding Salt Lake City Code 2.46.050(H). The explanations and examples given are merely for illustration, and are not intended to interpret the law or cover every possible situation. Any further questions should be directed to the Salt Lake City Recorder's Office, 801-535-6225 or elections@slcgov.com.

2.46.050: CONTRIBUTIONS TO CANDIDATES; LIMITATIONS:

H. It shall be unlawful for any person:

1. Who enters into any contract or seeks to enter into any contract with the City either for the rendition of personal services or furnishing any material, supplies, or equipment to the city or for selling any land or building to the city, if payment for the performance of the contract is to be made in whole or in part from city funds, at any time between the commencement of negotiations for the contract and the later of: a) the completion of performance under the contract, or b) the termination of negotiations for the contract, directly or indirectly to make any contribution to a candidate or personal campaign committee; or
2. Knowingly to solicit a contribution from any such person during any such period.

FREQUENTLY ASKED QUESTIONS:

Q: Does section 2.46.050H apply only to business entities?

A: No. The prohibition applies to "persons," which the city code defines to include "individuals," "business organizations," and other kinds of groups. Therefore, if a contract is between the City and an individual, then that individual would not be allowed to contribute under the provision.

Q: Can an individual contribute to a campaign if a business entity they are affiliated with, or that employs them, has a contract with the City?

A: Yes, a person may contribute in their individual capacity even if their business entity, or an entity that employs them, has a contract with the city.

Q: During what period of time does the prohibition apply?

A: The prohibition applies between the beginnings of negotiations for the contract and ends when the performance of the contract is complete or the negotiations terminate, whichever happens first.

Q: What kinds of contracts does the prohibition not apply to?

A: The prohibition applies only to contracts for the rendition of personal services to the City, the furnishing of materials, supplies, or equipment to the City, of the selling land or a building to the City. It doesn't apply to other kinds of contracts such as donation agreements, a lease with the City, or a service (such as utility service) provided by the City. 2.46.010 DEFINITIONS: PERSON: Both natural and legal persons including, but not limited to, individuals, business organizations, personal campaign committees, political committees, party committees, labor unions, labor organizations and any other organized group of individuals.



Q: If someone submits a proposal in response to an RFP, can a candidate or campaign accept a contribution from them?

A: Yes, up to the point that the City identifies the contributor as the apparent winner and negotiations begin.

Q: Candidates and campaigns can't knowingly solicit contributions prohibited by 2.46.050(H)(1). Will a candidate or campaign violate 2.46.050(H)(2) if they unknowingly solicits a contribution that is prohibited by 2.46.050(H)(1)?

A: Contributors who are contractors with the City violate 2.46.050(H)(1), even if they are unaware of that section. Therefore, candidates and campaigns would do those potential contributors a favor if they refused those contributions and educated the contractor about the restriction in 2.46.050(H)(1). Also, a candidate or campaign who receives (but didn't solicit) such a contribution might have a defense that they did so unknowingly, but candidates and campaigns should not put on blinders and accept contributions that they could, with reasonable diligence, have determined were from City contractors.

Q: What is the legal consequence of violating the ordinance?

A: A City contractor who makes a contribution prohibited by 2.46.050(H)(1) breaks the law, and the City Attorney would decide how to deal with that violation, depending on the facts. If a candidate or campaign violated 2.46.050(H)(1), the City Recorder must report the violation to the Mayor, the City Council and the City Attorney. The violation is a criminal offense, and the City Attorney would decide how to deal with that violation, depending on the facts. The candidate or campaign probably would be wise to return the prohibited contribution to the contributor. However, it can't be predicted how the City Attorney would deal with any particular violation, especially if the City Attorney perceived that the candidate or committee took the prohibition and knowingly solicited unlawful contributions, figuring that, if caught, they could solve the problem by simply repaying the money.

Q: How can someone know who has an applicable contract with the City?

A: The candidate or campaign can ask the contributor if they are in contract negotiations with the City or are in contract with the City. Also, a summary of executed City contracts can be found online at www.slcinfobase.com, click the first information bar, "Ordinances, Policies & Procedures, General City"; on the right, under "General City," click "Executive Action Report 2011 to Current"; at the top left of the next screen, click the search tab and enter the search criteria. Tip: when searching more than one word, use quotations around the words, for example "ACME Company," the search result will be the words in consecutive order. To obtain a copy of an executed contract, please contact the Recorder's Office at 801-535-7671 or by email at elections@slcgov.com.

SECTION III

Election Code

Salt Lake City

- Chapter 2.68 - Elections
- Chapter 2.46 - Campaign Finance

State of Utah

- 20A-3-501 - Electioneering Prohibited at a Polling Place
- 20A-3-201 - Poll Watcher Instructions in Municipal Elections

CHAPTER 2.68 ELECTIONS



– 2.68.010 DECLARATIONS OF CANDIDACY SALT LAKE CITY GENERAL ELECTIONS –

A. A person may become a candidate for mayor if the person is a registered voter and:

1. The person has resided within Salt Lake City for the twelve (12) consecutive months immediately before the date of the election; or
2. If the territory in which the person resides was annexed into Salt Lake City, the person has resided within the annexed territory or Salt Lake City for twelve (12) consecutive months immediately before the date of the election.

B. Each person seeking to become a candidate for mayor shall file a declaration of candidacy with the city recorder during office hours and not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year and pay the fee shown on the Salt Lake City consolidated fee schedule at the time of filing the declaration. When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following regular business day. In lieu of the fee, the person may submit to the city recorder, in addition to the declaration of candidacy, a Filing Fee Waiver Petition signed by forty five (45) residents of each council district, for a total of three hundred fifteen (315) residents, who are at least eighteen (18) years old. Said Filing Fee Waiver Petition shall be construed as constituting an alternative to payment of the required fee for persons for whom such fee would create a financial hardship.

C. The declaration of candidacy for the office of mayor shall substantially comply with the following form:

I, (print name) , being first sworn, say that I reside at Street, Salt Lake City, County of Salt Lake, State of Utah, Zip Code , Telephone Number (if any) ; that as of the date of the election for mayor on I will have resided within Salt Lake City for the 12 consecutive months immediately before such election; that I am a registered voter; and that I am a candidate for the office of mayor. I request that my name be printed upon the applicable official ballots.

(Signed) _____

Subscribed and sworn to (or affirmed) before me by ____ on this ____ day of, 2____.

(Signed) _____

(City Recorder or Notary Public)

D. A person may become a candidate for councilmember if the person is a registered voter and:

1. The person has resided within the council district for which such person seeks office for the twelve (12) consecutive months immediately before the date of the election; or
2. If the territory in which the person resides was annexed into Salt Lake City and into the council district for which such person seeks office, the person has resided within the annexed territory or the council district for which such person seeks office for the twelve (12) consecutive months immediately before the date of the election.

E. Each person seeking to become a candidate for councilmember shall file a declaration of candidacy with the city recorder during office hours and not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year together with the fee shown on the Salt Lake City consolidated fee schedule. When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following regular business day. In lieu of the fee, the person may submit to the city recorder, in addition to the declaration of candidacy, a Filing Fee Waiver Petition signed by seventy five (75) residents of the council district such person seeks to represent who are at least eighteen (18) years old. Said Filing Fee Waiver Petition shall be construed as constituting an alternative to payment of the required fee for persons for whom such fee would create a financial hardship.



F. The declaration of candidacy for the office of councilmember shall substantially comply with the following form:

I, (print name), being first sworn, say that I reside at Street, Salt Lake City, County of Salt Lake, State of Utah, Zip Code, Telephone Number (if any); that as of the date of the election for councilmember on I will have resided within council district # in Salt Lake City for the 12 consecutive months immediately before such election; that I am a registered voter; and that I am a candidate for the office of councilmember for council district #. I request that my name be printed upon the applicable official ballots.

(Signed) _____

Subscribed and sworn to (or affirmed) before me by ____ on this ____ day of, 2____.

(Signed) _____

(City Recorder or Notary Public)

G. 1. Any resident of Salt Lake City may nominate a candidate for mayor by filing a nomination petition with the city recorder during office hours but not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year and:

a. Paying the fee shown on the Salt Lake City consolidated fee schedule.

When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following regular business day. In lieu of the fee, the Filing Fee Waiver Petition may be signed by an additional forty five (45) residents of each council district, for a total of three hundred fifteen (315) additional residents, who are at least eighteen (18) years old. Said additional signatures on the Filing Fee Waiver Petition shall be construed as constituting an alternative to payment of the required fee for persons when such fee would create a financial hardship.

2. a. The petition for mayor or councilmember shall substantially conform to the following form:

NOMINATION PETITION

H. 1. Any resident of Salt Lake City may nominate a candidate for councilmember by filing a nomination petition with the city recorder during office hours but not later than five o'clock (5:00) P.M. between June 1 and June 7 of any odd numbered year and:

a. Paying the fee shown on the Salt Lake City consolidated fee schedule.

When June 7 is a Saturday, Sunday, or holiday, the filing time shall be extended until five o'clock (5:00) P.M. on the following regular business day. In lieu of the fee, the Filing Fee Waiver Petition may be signed by an additional seventy five (75) residents of the said council district who are at least eighteen (18) years old. Said additional signatures on the Filing Fee Waiver Petition shall be construed as constituting an alternative to payment of the required fee when such fee would create a financial hardship.

OBJECTIONS

I. 1. A declaration of candidacy or nomination petition filed under this section is valid unless a written objection is filed with the city recorder within five (5) days after the last day for filing.

2. If an objection is made, the city recorder shall:

a. Mail or personally deliver notice of the objection to the affected candidate immediately; and



- b. Decide any objection within forty eight (48) hours after it is filed.
- 3. If the city recorder sustains the objection, the candidate may correct the problem by amending the declaration or petition within three (3) days after the objection is sustained or by filing a new declaration within three (3) days after the objection is sustained.
- 4. a. The city recorder's decision upon objections to form is final.
 - b. The city recorder's decision upon substantive matters is reviewable by a district court if prompt application is made to the district court.
 - c. The decision of the district court is final unless the Supreme Court, in the exercise of its discretion, agrees to review the lower court decision.
- J. Any person who filed a declaration of candidacy and was nominated, and any person who was nominated by a nomination petition, may withdraw the nomination by filing a written affidavit with the city recorder. (Ord. 14-13, 2013; Ord. 24-11, 2011)

2.68.020 WRITE-IN CANDIDATES

- A. Each person wishing to become a valid write-in candidate for mayor or for city councilmember shall file a declaration of candidacy with the City Recorder and pay the fee as provided by this chapter not later than sixty-five (65) days before the municipal general election in which the person intends to be a write-in candidate.
- B. The City Recorder shall:
 - a. Read to the candidate the constitutional and statutory requirements for office and the requirements for office under this chapter; and
 - b. Ask the candidate whether or not the candidate meets the requirements.
 - c. If the candidate cannot meet the requirements of office, the City Recorder may not accept the write-in candidate's declaration of candidacy.
- C. Notwithstanding the requirement in Subsection 1 to file a declaration of candidacy in person, a person may designate an agent to file the declaration of candidacy in person with the City Recorder if:
 - a. The person is located outside the state during the filing period because:
 - (I) of employment with the state or the United States; or
 - (II) the person is a member of:
 - (A) the active or reserve components of the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States who is on active duty;
 - (B) the Merchant Marine, the commissioned corps of the Public Health Service, or the commissioned corps of the National Oceanic and Atmospheric Administration of the United States; or
 - (C) the National Guard on activated status; and the person communicates with the City Recorder using an electronic device that allows the person and filing officer to see and hear each other. (Ord. 1-06 § 6, 2005; Ord. 53-95 § 1, 1995)

CHAPTER 2.46 CAMPAIGN FINANCING DISCLOSURE



– 2.46.010: DEFINITIONS –

For the purpose of this chapter the following words shall have the meanings as defined in this chapter:

BUMPER STICKER

A sign not exceeding four inches (4") in height or thirteen inches (13") in length affixed to any part (including the interior) of a motor vehicle.

CANDIDATE

Any person who:

- A. Files a declaration of candidacy for an elected office of the city;
- B. Receives contributions, makes expenditures, or consents to another person receiving contributions or making expenditures with a view to bringing about such person's nomination or election to such office; or
- C. Causes, on his or her behalf, any written material or advertisement to be printed, published, broadcast, distributed or disseminated which indicates his or her intention to seek such office.

CONTRIBUTION

- A. A gift, subscription, donation, loan, advance, or deposit of money or anything of value, including non-monetary contributions such as in-kind contributions and contributions of tangible things, except a loan of money by a financial institution made in accordance with the applicable financial institution laws and regulations and in the ordinary course of business, made for political purposes;
- B. A contract, promise or agreement, express or implied, whether or not legally enforceable, to make a contribution described in subsection A of this definition;
- C. A transfer of funds between a political committee and a candidate's personal campaign committee;
- D. Compensation paid by a person other than the candidate's personal campaign committee for personal services of another person rendered without charge to the candidate or such candidate's personal campaign committee;
- E. A coordinated expenditure; but
- F. "Contribution" shall not include personal services provided without compensation by individuals volunteering their time on behalf of a candidate or such candidate's personal campaign committee.

CONTRIBUTION ACCOUNT

A separate bank account of a hybrid committee existing for the purpose of financing contributions.

COORDINATED EXPENDITURE

Except as provided in the next sentence, an expenditure made by any person in cooperation, consultation, or concert, with, or at the request or suggestion of, a candidate, his or her personal campaign committee, or their agents. Coordinated expenditures include, but are not limited to, coordinated advertising on billboards and on taxicabs or other ground transportation vehicles as defined in section 5.71.010 of this code, but do not include a lawn sign, a sign on residential property, a bumper sticker, a hand-held sign, a sign on the body of a person, a sign



on a motor vehicle other than a “taxicab” or other “ground transportation vehicle” as defined in section 5.71.010 of this code, or a sign in a part of a building that is not normally used for commercial advertising by a third party. An in-kind coordinated expenditure shall be valued at the usual and normal value of such expenditure, such as the value of the use of the advertising space on a billboard or “taxicab” or other “ground transportation vehicle” as defined in section 5.71.010 of this code. In the case of a “taxicab” or other “ground transportation vehicle” as defined in section 5.71.010 of this code, if a sign is located in a space that is not usually or normally used for advertising, the sign shall be treated as if it were rooftop advertising on a “taxicab” or other “ground transportation vehicle” as defined in section 5.71.010 of this code, and its value shall be determined in the same manner that the value of such rooftop advertising is determined.

ELECTION

A general, special or primary election conducted by the city, including elections limited to referendums or bond issues.

ELECTION CYCLE

- A. With respect to a general city election or a city primary election for an elective position, the four (4) year period that ends on the February 15 immediately following the next general city election for such elective position; and
- B. With respect to an election to fill an unexpired term of office, the period that begins on the earlier of:
 - 1) The day the vacancy occurs, or
 - 2) The day the impending vacancy is publicly announced, and ends on the February 15 immediately following the next general city election for such elective position.

ELECTION YEAR

A calendar year during which a primary or general election is held or is scheduled to be held.

EXPENDITURE:

- A. A purchase, payment, donation, distribution, loan, advance, deposit, or gift of money or anything of value made for political purposes;
- B. A contract, promise or agreement, express or implied, whether or not legally enforceable, to make an expenditure described in subsection A of this definition; or
- C. A transfer of funds by a political committee to another political committee or to a candidate’s personal campaign committee.

HYBRID POLITICAL COMMITTEE

An entity or group of persons that represents in writing to the city recorder that it:

- a) maintains a non-contribution account,
- b) maintains a contribution account,
- c) makes contributions only from its contribution account, and
- d) allocates its administrative expenses between the non-contribution account and the contribution account in a manner that closely corresponds to the percentage of activity for each account.



INDEPENDENT EXPENDITURE

An expenditure on behalf of, or opposing the election of, any candidate, when such expenditure is made independently of the candidate or the candidate's personal campaign committee, or their agents, and when such expenditure is made without the prior consent or the collusion or cooperation of, and not at the request or suggestion of, the candidate or the candidate's personal campaign committee or their agents.

INDEPENDENT EXPENDITURES COMMITTEE

A person or entity that represents to the city recorder that it exists for the exclusive purpose of making independent expenditures and that it does not and will not make contributions, directly or indirectly, to a candidate or a personal campaign committee.

ISSUE: Any question other than the election of a candidate to city office placed upon any municipal ballot to be affirmed or defeated by popular vote including, but not limited to, bond issues and referendums.

NON-CONTRIBUTION ACCOUNT

A separate bank account of a hybrid committee existing for the exclusive purpose of financing or making independent expenditures.

PARTY COMMITTEE

Any committee organized by or authorized by the governing body of a registered political party.

PERSON

Both natural and legal persons including, but not limited to, individuals, business organizations, personal campaign committees, political committees, party committees, labor unions, labor organizations and any other organized group of individuals.

PERSONAL CAMPAIGN COMMITTEE

The committee appointed by a particular candidate to act for such candidate as hereinafter provided.

POLITICAL COMMITTEE

A group of persons cooperating to aid or promote the success or defeat of a candidate or issue, including the making of donations to a personal campaign committee. "Political committee" does not mean an individual, a personal campaign committee, an independent expenditures committee, a hybrid political committee with respect to its noncontribution account, individuals who are related and who make contributions from a joint checking account, an entity that provides goods or services to a candidate or committee in the regular course of its business at the same price that would be provided to the general public, or a business entity using its own funds, except a business entity whose intended purpose is to act as a political committee.

POLITICAL PURPOSE

An act done with intent or in such a way as to influence or tend to influence, directly or indirectly, the nomination, or election of a candidate or the passage or defeat of any issue on the ballot at a municipal election.

PRIMARY ELECTION

Any primary election held pursuant to title 20A, Utah Code Annotated, or its successor.

REPORTING DATE

- A. Ten (10) days before the election, for a campaign finance statement required to be filed not later than seven (7) days before a primary or general election conducted by the city;
- B. The day of filing, for a campaign finance statement required to be filed not later than thirty (30) days after a primary or general election conducted by the city; and
- C. Three (3) days before the filing date, for any other campaign finance statement required to be filed pursuant to this chapter. (Ord. 68-15, 2015)

2.46.020: PERSONAL CAMPAIGN COMMITTEE REQUIRED

A candidate shall appoint a personal campaign committee consisting of one or more persons; or such candidate alone may constitute such a committee. No candidate shall appoint more than one personal campaign committee and no candidate shall solicit or receive contributions or authorize expenditures in furtherance of his or her candidacy except through such candidate's personal campaign committee. Each personal campaign committee shall appoint a secretary. If the personal campaign committee consists of only one person, such person is deemed the secretary. If the candidate acts as the personal campaign committee, the candidate is deemed the secretary. (Ord. 77-98 § 1, 1998)

2.46.030: REGISTRATION WITH CITY RECORDER

Before a personal campaign committee or a political committee solicits or receives its first contribution, or makes its first expenditure, such committee shall file a written statement with the city recorder, which filing shall constitute registration with the city by such candidate or committee:

- A. The written statement of a personal campaign committee shall be personally signed by the candidate and shall set forth:
 - 1. That the personal campaign committee is appointed; and
 - 2. The name and address of each member of such committee and of its secretary.
- B. The written statement of a political committee shall be signed by the chairperson of such committee, shall state that committee exists, and shall list the names and addresses of its officers. (Ord. 15-07 § 2, 2007; Ord. 1-01 § 2, 2001; Ord. 77-98 § 1, 1998)

2.46.040: CHANGES IN OR WITHDRAWAL FROM A PERSONAL CAMPAIGN COMMITTEE

- A. Any candidate may revoke the selection of any member of such candidate's personal campaign committee by: 1) revoking that person's appointment in writing; 2) personally serving the written revocation on the person whose appointment is revoked; and 3) filing a copy of the written revocation with the city recorder.
- B. Any individual may voluntarily withdraw from a personal campaign committee by filing a written notice of withdrawal with the city recorder. The date of withdrawal is the date the notice is received by the city recorder.
- C. A candidate may select a replacement to fill any vacancy on the candidate's personal campaign committee. In the case of a vacancy in the office of secretary of a personal campaign committee, the candidate shall be deemed the secretary until a replacement secretary is appointed.
- D. A candidate may appoint additional persons to the personal campaign committee. The candidate shall file with the city recorder a written notice containing the name and address of any additional or replacement members of the personal campaign committee. (Ord. 77-98 § 1, 1998)

2.46.050: CONTRIBUTIONS TO CANDIDATES; LIMITATIONS

- A. No person shall make contributions in coin or currency during any election cycle, as set forth in this chapter, to any candidate or such candidate's personal campaign committee, or to any political committee with respect to any election for city office, that exceed, in the aggregate, fifty dollars (\$50.00).
- B. No person shall make contributions during any election cycle, as set forth in this chapter, to any candidate or his or her personal campaign committee, or to any political committee with respect to any election for city office, that, in the aggregate, exceed the following amounts:

OFFICE	AMOUNT
MAYOR	\$3,560 .00*
CITY COUNCIL	\$760 .00*

*Calculations based on Consumer Price Index

At the beginning of each election cycle, the city recorder shall adjust to the nearest ten dollars (\$10.00) the amounts in this subsection B by the percentage change in the consumer price index since the beginning of the previous election cycle and post the new amounts on the city's website. For purposes of this subsection, "consumer price index" means the consumer price index for all urban consumers, United States city average, that is published by the United States department of labor, bureau of labor statistics.

- C. The acceptance of anonymous contributions is prohibited. Any anonymous contributions received by a candidate or a personal campaign committee or a political committee shall be transmitted to the city treasurer for deposit in the general fund of the city. Each contributor of a contribution shall disclose to the personal campaign committee or political committee the name and address of such contributor.
- D. The limitations imposed by subsections A through C of this section shall not apply to contributions by a candidate of the candidate's own resources to the candidate's own campaign.
- E. Each candidate or the candidate's personal campaign committee shall deposit each contribution received in one or more separate campaign accounts in a financial institution and may not deposit or mingle any contributions received into a personal or business account.
- F. The candidate or the candidate's personal campaign committee may use the monies in campaign accounts only as follows:
1. For political purposes;
 2. For expenses incurred in connection with duties of the individual as a holder of a city office;
 3. For contributions to an organization described in section 170(c) of the internal revenue code of 1986 (26 USCS section 170(c));
 4. For transfers to a national, state, or local committee of a political party;
 5. For donations to federal, state, or local candidates; or
 6. For any other lawful purpose unless prohibited by subsection G of this section.
- G. A contribution shall not be converted by any person to personal use. For purposes of this subsection, a contribution or donation shall be considered to be converted to personal use if the contribution or donation is used to fulfill any commitment, obligation, or expense of a person that would exist irrespective of the

candidate's election campaign or the individual's duties as an elected official of the city. For purposes of this subsection, it shall not be considered a conversion to personal use for a candidate or elected official of the city to use a contribution or donation to pay for the attendance of one guest at a social, entertainment, or other event related to political purposes or to the duties of the person as an elected official of the city.

H. It shall be unlawful for any person:

1. Who enters into any contract or seeks to enter into any contract with the city either for the rendition of personal services or furnishing any material, supplies, or equipment to the city or for selling any land or building to the city, if payment for the performance of the contract is to be made in whole or in part from city funds, at any time between the commencement of negotiations for the contract and the later of: a) the completion of performance under the contract, or b) the termination of negotiations for the contract, directly or indirectly to make any contribution to a candidate or personal campaign committee; or
2. Knowingly to solicit a contribution from any such person during any such period. (Ord. 68-15, 2015)

2.46.060: RESPONSIBILITY FOR POLITICAL COMMUNICATIONS REQUIRED

Every advertisement or communication made for a political purpose which is broadcast or published by means of television, radio, newspaper, billboards, direct mailings, automatic telephone equipment, paid telephonists, leaflets, fliers, posters, bumper stickers or other printed matter shall contain a disclosure of the name of the personal campaign committee or political committee responsible for its broadcast or publication. (Ord. 15-07 § 3, 2007; Ord. 77-98 § 1, 1998)

2.46.070: CONTRIBUTIONS IN THE NAME OF ANOTHER PROHIBITED

No person shall make a contribution in the name of another person or make a contribution with another person's funds in his or her own name, and no personal campaign committee or political committee shall knowingly accept any such contribution. (Ord. 15-07 § 4, 2007; Ord. 77-98 § 1, 1998)

2.46.080: VOLUNTARY LIMITATION ON CONTRIBUTIONS AND EXPENDITURES

- A. Declaration To Limit: A candidate may sign a written declaration pursuant to which the candidate agrees: 1) not to make contributions during the current election cycle to his or her own personal campaign committee in an amount exceeding, in the aggregate, three thousand dollars (\$3,000.00), in the case of candidates for the city council, and seventy five thousand dollars (\$75,000.00), in the case of candidates for mayor; and 2) to limit total campaign expenditures during the current election cycle by his or her personal campaign committee to an amount not exceeding, in the aggregate, fifteen thousand dollars (\$15,000.00), in the case of candidates for the city council, and three hundred seventy five thousand dollars (\$375,000.00), in the case of candidates for mayor. Except as provided in subsection B of this section, the city recorder shall require that each candidate either make such a declaration or sign a written statement declining to make such declaration, on the earliest of the following: 1) the day the candidate establishes a personal campaign committee pursuant to section 2.46.030 of this chapter; or 2) the day the candidate files a declaration of candidacy with the city. Except as provided in the next sentence, declarations by candidates shall be deemed terminated on the February 15 next following the general election. If, before the effective date of this amendment, a candidate entered into a contract with the city to limit campaign contributions and expenditures, such contract shall be deemed terminated on the effective date hereof.
- B. Existing Committees: With respect to any personal campaign committee which exists prior to the effective date hereof, on February 15, 2001, the city recorder shall require the candidate for whom such committee exists to either make the declaration described in subsection A of this section or sign a written statement declining to make such a declaration.
- C. Declaration Following Election: On the February 15 following any general election conducted by the city, any candidate for elective office at such general election or at the primary election preceding such general election, whose personal campaign committee has not been terminated before such date, shall notify the city recorder in

writing whether or not such committee shall remain in existence after that date. Any candidate whose personal campaign committee shall remain in existence after that date shall, on such February 15, either make the written declaration described in subsection A of this section, or sign a written statement declining to make such a declaration.

D. Form Of Declaration: The city, with the approval of the city attorney, shall prepare a form of declaration, containing in substance the requirements set forth in subsection A of this section, for use by candidates and the city in complying with this section.

E. Reversal Of Decision:

1. If a candidate for an office has made the declaration described in subsection A of this section, and thereafter another candidate for the same office declines to make such a declaration, the candidate may, within fifteen (15) days after the city recorder provides public notice of such other candidate's decision not to make a declaration, void his or her declaration.
2. If a candidate has made the declaration described in subsection A of this section, and thereafter such candidate determines that a person is making independent expenditures in opposition to the candidate's candidacy, the candidate may, at any time after making such determination, by a written document provided to the city recorder, void his or her declaration.
3. If a candidate for an office has declined to make the declaration described in subsection A of this section, and thereafter another candidate for the same office makes such a declaration, within fifteen (15) days after the city recorder provides public notice of such other candidate's declaration the candidate may, unless he or she has already exceeded the contribution or expenditure limit, make such a declaration.

F. Publicity By City: Within forty eight (48) hours after any candidate either makes a declaration or signs a written statement declining to make such a declaration pursuant to subsection A of this section, the city recorder shall make available to the public a report stating whether or not such candidate made such a declaration. The city recorder shall also promptly make available to the public: 1) any reversal of a declaration to exceed or not to exceed the contribution or expenditure limits set forth in subsection A of this section, other than a reversal pursuant to subsection E1 of this section; and 2) any violation of a declaration entered into pursuant to subsection A of this section. (Ord. 1-01 § 2, 2001; Ord. 77-98 § 1, 1998)

2.46.090: FINANCIAL REPORTING

A. Personal Campaign Committees:

1. Each personal campaign committee shall file with the city recorder a campaign finance statement containing the information required in this section, on the following dates:
 - a. July 1 of any election year;
 - b. Except as provided in subsection A2 of this section, no later than seven (7) days before the date of any municipal general or primary election;
 - c. Except as provided in subsection A2 of this section, no later than thirty (30) days after the date of the municipal general election; and
 - d. On February 15 of every year unless a termination report has been filed with the city recorder as provided by subsection A8 of this section or its successor subsection.

Notwithstanding the foregoing provisions of this subsection A1, the personal campaign committee for a candidate shall be required to file a campaign finance statement on the dates specified in subsections A1a, A1b, and A1c of this section only during an election year in which the elective office that such candidate seeks is open for election.



2. The personal campaign committee for each candidate who is eliminated at a primary election shall file with the city recorder a campaign finance statement no later than thirty (30) days after the date of the primary election. Personal campaign committees for candidates who lose at a primary election need not file a campaign finance statement seven (7) days before the general election pursuant to subsection A1b of this section or thirty (30) days after the general election pursuant to subsection A1c of this section.
3. During the seven (7) day period before any election, each personal campaign committee shall file with the city recorder a verified report of each contribution over five hundred dollars (\$500.00) within twenty four (24) hours after receipt of each such contribution. Such report shall contain the information required by subsection A4b(2)(A) of this section.
4. Each campaign finance statement shall:
 - a. Contain a summary of contributions and expenditures reported in previously filed campaign finance statements during the calendar year in which the statement is due;
 - b. Except as provided in subsection A4c of this section:
 - (1) Report all of the committee's or candidates itemized and total:
 - (A) Contributions during the election cycle received before the close of the reporting date; and
 - (B) Expenditures during the election cycle made through the close of the reporting date; and
 - (2) Identify:
 - (A) For each contribution in excess of fifty dollars (\$50.00), the amount of the contribution, the name and address of the donor, and the date the contribution was made;
 - (B) The aggregate total of all contributions that individually do not exceed fifty dollars (\$50.00); and
 - (C) For each expenditure, the amount of the expenditure, the name of the recipient of the expenditure, the date the expenditure was made, and the purpose of the expenditure; or
 - c. Report the total amount of all contributions and expenditures if the committee or candidate receives five hundred dollars (\$500.00) or less in contributions and spends five hundred dollars (\$500.00) or less on the candidate's campaign.
5. Each campaign finance statement shall contain a statement by the secretary or by the chairperson of the committee to the effect that:
 - a. All contributions and expenditures not theretofore reported have been reported;
 - b. There are no bills or obligations outstanding and unpaid except as set forth in the campaign finance statement;
 - c. The campaign finance statement represents a good faith effort by the committee to comply with the provisions of this chapter; and
 - d. The information contained in the campaign finance statement is, to the best knowledge of the committee, true, accurate and complete.
6. In the event the personal campaign committee had no contributions or expenditures during the calendar year, the campaign finance statement shall state that no contributions were received and no expenditures were made during that calendar year.

7. Within thirty (30) days after distribution of any surplus campaign funds and/or the payment or compromise of all debts, a personal campaign committee shall file a campaign finance statement with the city recorder. The campaign finance statement shall state the amount of such surplus and the name and address of any recipient of such surplus, and shall identify any debt which was paid or compromised and the name and address of any person to whom any debt was paid or compromised.
8. In the event a personal campaign committee has permanently ceased operations, the secretary or chairperson of the committee shall file a termination report with the city recorder certifying that the personal campaign committee has permanently ceased operations.
9. The requirements of this chapter shall not be construed to abrogate the necessity of making any other reports or disclosure required by law.
10. With respect to contributions received and expenditures made before the effective date hereof, the first campaign finance statement filed pursuant to this section need only contain the information required by this section to the extent such information is known by the personal campaign committee that files such campaign finance statement.

B. Political Committees:

1. Each political committee that has received contributions or made expenditures that total at least seven hundred fifty dollars (\$750.00) during a calendar year shall file a verified financial statement with the city recorder on:
 - a. July 1 of any election year;
 - b. No later than seven (7) days before any municipal primary or general election; and
 - c. January 31, reporting contributions and expenditures as of December 31 of the previous year.
2. The political committee shall report:
 - a. A detailed listing of all contributions received and expenditures made since the filing of the last financial statement; and
 - b. For financial statements filed on July 1 and before the municipal general election, all contributions and expenditures as of three (3) days before the required filing date of the financial statement.
3. If the political committee had no contributions or expenditures since the filing of the last financial statement, the financial statement shall state that no contributions were received and no expenditures were made since the filing of the last financial statement.
4. The verified financial statement shall include:
 - a. The name and address of any individual that makes a contribution to the reporting political committee, and the amount of the contribution;
 - b. The identification of any publicly identified class of individuals that makes a contribution to the reporting political committee, and the amount of the contribution;
 - c. The name and address of any political committee, group, or entity that makes a contribution to the reporting political committee, and the amount of the contribution;



- d. The name and address of each candidate, personal campaign committee, party committee, or political committee that received an expenditure from the reporting political committee, and the amount of each expenditure;
 - e. The total amount of contributions received and expenditures disbursed by the reporting political committee;
 - f. A statement by the political committee's secretary or chairperson to the effect that:
 - (1) All contributions and expenditures not theretofore reported have been reported;
 - (2) There are no bills or obligations outstanding and unpaid except as set forth in the financial statement;
 - (3) The financial statement represents a good faith effort by the committee to comply with the provisions of this chapter; and
 - (4) The information contained in the financial statement is, to the best knowledge of the committee, true, accurate and complete; and
 - g. A summary page in the form required by the city recorder that identifies:
 - (1) Beginning balance;
 - (2) Total contributions during the period since the last financial statement;
 - (3) Total contributions to date;
 - (4) Total expenditures during the period since the last financial statement; and
 - (5) Total expenditures to date.
5. Contributions received by a political committee that have a value of fifty dollars (\$50.00) or less need not be reported individually, but shall be listed in the financial statement as an aggregate total.
 6. Two (2) or more contributions from the same source that have an aggregate total of more than fifty dollars (\$50.00) may not be reported in the aggregate, but shall be reported separately.
 7. Within thirty (30) days after distribution of any surplus campaign funds and/or the payment or compromise of all debts, a political committee shall file a verified financial statement with the city recorder. The financial statement shall state the amount of such surplus and the name and address of any recipient of such surplus, and shall identify any debt that was paid or compromised and the name and address of any person to whom any debt was paid or compromised.
 8. In the event a political committee has permanently ceased operations, the secretary or chairperson of the committee shall file a termination report with the city recorder certifying that the political committee has permanently ceased operations.
 9. The requirements of this chapter shall not be construed to abrogate the necessity of making any other reports or disclosure required by law.
 10. With respect to contributions received and expenditures made before the effective date hereof, the first financial statement filed pursuant to this section need only contain the information required by this section to the extent such information is known by the political committee that files such financial statement.



- C. Filing Time: A campaign finance statement or other report required under this chapter shall be considered filed if it is received by the city recorder or the recorder's office by five o'clock (5:00) P.M. on the date it is due. (Ord. 20-13, 2013)

**2.46.100: FORMS OF STATEMENTS ON FILE WITH CITY RECORDER;
AVAILABLE FOR PUBLIC INSPECTION; NOTICE FROM CITY RECORDER**

- A. The city recorder shall prepare forms for all campaign finance and financial statements required by this chapter and shall furnish copies thereof, together with a copy of this chapter, to the secretary of every political committee or personal campaign committee, to every candidate, and to all others who make a request therefor.
- B. At the time a candidate files a declaration of candidacy and again fourteen (14) days before each election, the city recorder shall inform the candidate in writing or, if requested by the reporting entity, by electronic mail:
- a. Of the provision of this chapter governing the disclosure of campaign contributions and expenditures; and
 - b. The dates when the candidate's campaign finance statements are required to be filed.
 - c. That if the campaign finance statement due seven (7) days before the general election is not received in the city recorder's office by five o'clock (5:00) P.M. on the due date due, if practicable the candidate's name will be removed from the ballot by blocking out the candidate's name before the ballots are delivered to the voters, or, if removing the candidate's name is not practicable, the voters will be informed that the candidate has been disqualified and that any votes cast for the candidate will not be counted.
 - d. That if any campaign finance statement or verified financial statement is not filed when due, the entity or candidate may be guilty of an infraction.
- C. All statements and reports required by this chapter shall be available for public inspection and copying at the office of the city recorder during normal business hours and no later than one business day after the statement or report is filed.
- D. The city recorder shall inspect all campaign finance statements, verified financial statements, and reports within one day after the same are filed. In addition, the city recorder shall inspect any filed campaign finance statement, verified financial statement, or report within one day after receiving a complaint from a candidate or a voter that such campaign finance statement, verified financial statement, or report does not comply with this chapter. If it appears to the city recorder that any political committee or personal campaign committee has failed to file a campaign finance statement, verified financial statement, or report required by this chapter, or that a campaign finance statement, verified filed financial statement, or report does not comply with this chapter, the city recorder shall notify in writing the delinquent political committee or personal campaign committee, requesting compliance with this chapter. Such notification may be given by United States mail, hand delivery, facsimile transmission, or overnight delivery service. (Ord. 24-05 § 4, 2005; Ord. 1-01 § 2, 2000; Ord. 77-98 § 1, 1998)

2.46.110: FAILURE TO FILE FINANCIAL STATEMENTS

- A. If a candidate or the candidate's personal campaign committee fails to file a campaign finance statement due seven (7) days before the municipal primary or general election, the city recorder shall inform the appropriate election official who:
1. Shall:
 - a. If practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; or

- b. If removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and
 - 2. May not count any votes for that candidate.
- B. Notwithstanding subsection A of this section, a candidate who files a campaign finance statement seven (7) days before the municipal general election is not disqualified if:
 - 1. The statement details accurately and completely the information required under subsection 2.46.090A4 of this chapter, except for inadvertent omissions or insignificant errors or inaccuracies; and
 - 2. The omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.
- C. If a political committee or personal campaign committee or person fails to file or correct a financial statement within two (2) days after receiving notice under subsection 2.46.100D of this chapter, or its successor, or if any filed financial statement or report discloses a violation of this chapter, the city recorder shall notify the city attorney and shall furnish the city attorney copies of all papers and other information in the city recorder's possession relating thereto. (Ord. 20-13, 2013; Ord. 56-05 § 4, 2005; Ord. 24-05 § 5, 2005; Ord. 1-01 § 2, 2001; Ord. 77-98 § 1, 1998)

2.46.120: UNLAWFUL ACTS DESIGNATED; VIOLATION; PENALTY

- A. It shall be an infraction, punishable as provided by title 1, chapter 1.12 of this code, or its successor: 1) for any person to fail to file when due any required campaign finance statement, verified financial statement, or report specified in this chapter or to knowingly or willfully falsify or omit any information required by any of the provisions of this chapter, or 2) for any candidate, either personally or through a personal campaign committee, to receive a contribution in violation of the limits set forth in subsections 2.46.050A and B of this chapter.
- B. The city recorder shall monitor compliance with this chapter, or its successor, and shall report any violations thereof to the mayor, the city council, and the city attorney.
- C. A private party in interest may bring a civil action in district court to enforce the provisions of this chapter. In accordance with section 10-3-208, Utah Code Annotated, in such a civil action, the court may award costs and attorney fees as to the prevailing party. (Ord. 24-05 § 6, 2005; Ord. 1-01 § 2, 2001; Ord. 77-98 § 1, 1998)

2.46.130: FORM OF FILINGS; ELECTRONIC FILING AND RECORD STORAGE

Any filing of statements, reports or other information with the city pursuant to this chapter may be made either in written form on paper or by electronic media consistent with the city's electronic filing system. The city shall retain any filed statements, reports or other information pursuant to this chapter in accordance with its adopted retention schedule. (Ord. 24-05 § 7, 2005; Ord. 77-98 § 1, 1998)

2.46.140: COMPUTATION OF TIME

In computing any period of time prescribed or allowed by this chapter, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday. Except as otherwise provided in this section, Saturdays, Sundays, and legal holidays shall be included in the computation. (Ord. 20-13, 2013)

**ELECTIONEERING AND OTHER PROHIBITED ACTIVITIES AT A POLLING PLACE –
– UTAH STATE CODE, TITLE 20A, CHAPTER 3, SECTION 501 (20A-3-501) –**



20A-3-501. POLLING PLACE - PROHIBITED ACTIVITIES

- (1) As used in this section:
 - (a) “electioneering” includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue; and
 - (b) “polling place” means the physical place where ballots and absentee ballots are cast and includes the county clerk’s office or city hall during the period in which absentee ballots may be cast there.
- (2) (a) A person may not, within a polling place or in any public area within 150 feet of the building where a polling place is located:
 - (i) do any electioneering;
 - (ii) circulate cards or handbills of any kind;
 - (iii) solicit signatures to any kind of petition; or
 - (iv) engage in any practice that interferes with the freedom of voters to vote or disrupts the administration of the polling place.(b) A county, municipality, school district, or local district may not prohibit electioneering that occurs more than 150 feet from the building where a polling place is located, but may regulate the place and manner of that electioneering to protect the public safety.
- (3) (a) A person may not obstruct the doors or entries to a building in which a polling place is located or prevent free access to and from any polling place.
 - (b) A sheriff, deputy sheriff, or municipal law enforcement officer shall prevent the obstruction of the entrance to a polling place and may arrest any person creating an obstruction.
- (4) A person may not:
 - (a) remove any ballot from the polling place before the closing of the polls, except as provided in Section 20A-4-101; or
 - (b) solicit any voter to show his ballot.
- (5) A person may not receive a voted ballot from any voter or deliver an unused ballot to a voter unless that person is a poll worker.
- (6) Any person who violates any provision of this section is guilty of a class A misdemeanor.
- (7) A political subdivision may not prohibit political signs that are located more than 150 feet away from a polling place, but may regulate their placement to protect public safety.

**Amended by Chapter 75, 2007 General Session
Amended by Chapter 329, 2007 General Session**

**– POLL WATCHER INSTRUCTIONS & ACTIVITIES IN MUNICIPAL ELECTIONS –
– UTAH STATE CODE, TITLE 20A, CHAPTER 3, SECTION 201 (20A-3-201) –**



20A-3-201. WATCHERS.

- (1) As used in this section, “administering election officer” means:
 - (a) the election officer; or
 - (b) if the election officer is the lieutenant governor, the county clerk of the county in which an individual will act as a watcher.
- (2)
 - (a) Any individual may become a watcher in an election at any time by registering as a watcher with the administering election officer.
 - (b) An individual who registers under Subsection (2)(a) is not required to be certified by a person under Subsection (3) in order to act as a watcher.
 - (c) An individual who registers as a watcher shall notify the administering election officer of the dates, times, and locations that the individual intends to act as a watcher.
 - (d) An election official may not prohibit a watcher from performing a function described in Subsection (4) because the watcher did not provide the notice described in Subsection (2)(c).
 - (e) An administering election officer shall provide a copy of this section, or instructions on how to access an electronic copy of this section, to a watcher at the time the watcher registers under this Subsection (2).
- (3)
 - (a) A person that is a candidate whose name will appear on the ballot, a qualified write-in candidate for the election, a registered political party, or a political issues committee may certify an individual as an official watcher for the person:
 - (i) by filing an affidavit with the administering election officer responsible to designate an individual as an official watcher for the certifying person; and
 - (ii) if the individual registers as a watcher under Subsection (2)(a).
 - (b) A watcher who is certified by a person under Subsection (3)(a) may not perform the same function described in Subsection (4) at the same time and in the same location as another watcher who is certified by that person.
 - (c) A watcher who is certified by a person under Subsection (3)(a) may designate another individual to serve in the watcher’s stead during the watcher’s temporary absence by filing with a poll worker an affidavit that designates the individual as a temporary replacement.
- (4) A watcher may:
 - (a) observe the setup or takedown of a polling location;
 - (b) observe a voter checking in at a polling location;
 - (c) observe the collection, receipt, and processing of a ballot, including a provisional ballot or a ballot cast by a covered voter as defined in Section 20A-16-102;
 - (d) observe the transport or transmission of a ballot that is in an election official’s custody;
 - (e) observe the opening and inspection of a by-mail ballot;
 - (f) observe ballot duplication;
 - (g) observe the conduct of logic and accuracy testing described in Section 20A-5-802;
 - (h) observe ballot tabulation;
 - (i) observe the process of storing and securing a ballot;
 - (j) observe a post-election audit;
 - (k) observe a canvassing board meeting described in Title 20A, Chapter 4, Part 3, Canvassing Returns;
 - (l) observe the certification of the results of an election; or
 - (m) observe a recount.



- (5)
- (a) A watcher may not:
 - (i) electronically record an activity described in Subsection (4) if the recording would reveal a vote or otherwise violate a voter's privacy or a voter's right to cast a secret ballot;
 - (ii) interfere with an activity described in Subsection (4), except to challenge an individual's eligibility to vote under Section 20A-3-202; or
 - (iii) divulge information related to the number of votes counted, tabulated, or cast for a candidate or ballot proposition until after the election officer makes the information public.
 - (b) A person who violates Subsection (5)(a)(iii) is guilty of a third degree felony.
- (6)
- (a) Notwithstanding Subsection (2)(a) or (4), in order to maintain a safe working environment for an election official or to protect the safety or security of a ballot, an administering election officer may take reasonable action to:
 - (i) limit the number of watchers at a single location;
 - (ii) remove a watcher for violating a provision of this section;
 - (iii) remove a watcher for interfering with an activity described in Subsection (4);
 - (iv) designate areas for a watcher to reasonably observe the activities described in Subsection (4); or
 - (v) ensure that a voter's ballot secrecy is protected throughout the watching process.
 - (b) If an administering election officer limits the number of watchers at a single location under Subsection (6)(a)(i), the administering election officer shall give preferential access to the location to a watcher designated under Subsection (3).
 - (c) An administering election officer may provide a watcher a badge that identifies the watcher and require the watcher to wear the badge while acting as a watcher.

Repealed and Re-enacted by Chapter 274, 2018 General Session

SECTION IV

Online Finance Reporting

- Tutorial
- Campaign Finance Disclosure Dates

TUTORIAL

– INTRODUCTION –

Welcome to the Online Campaign Finance Reporting System! We hope our guide answers all of your question and serves as a valuable resource as you get started with your Campaign Finance Reporting. This document contains the basic information necessary for you to effectively use the system. If at any time you are uncertain of the information or have any questions, please feel free to contact the Salt Lake City Recorder’s Office by email at elections@slcgov.com or phone 801.535.7671. Our office hours are Monday – Friday, 8:00 a.m. to 5:00 p.m., excluding lunches and holidays.

To access the Campaign Finance System, please go here: <https://www.slc.gov/cfrs>



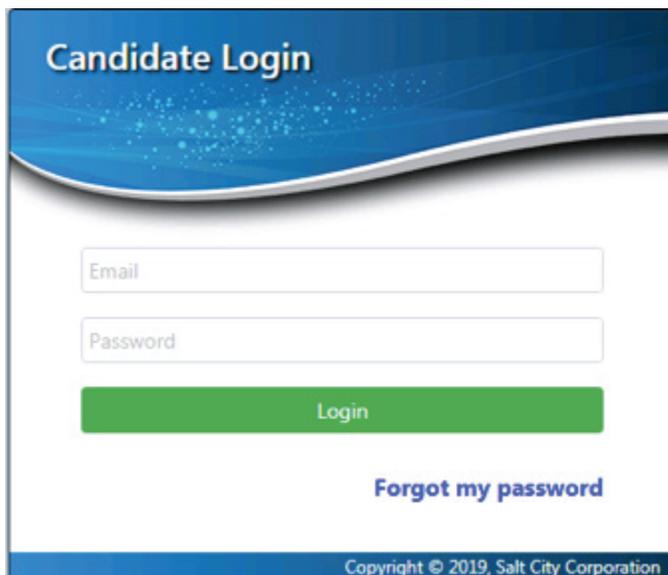
GETTING STARTED

Logging in

Use the link provided to you via email to access the Campaign Finance Reporting System. We recommend using Google Chrome while using this system.

The login screen will be presented to you.

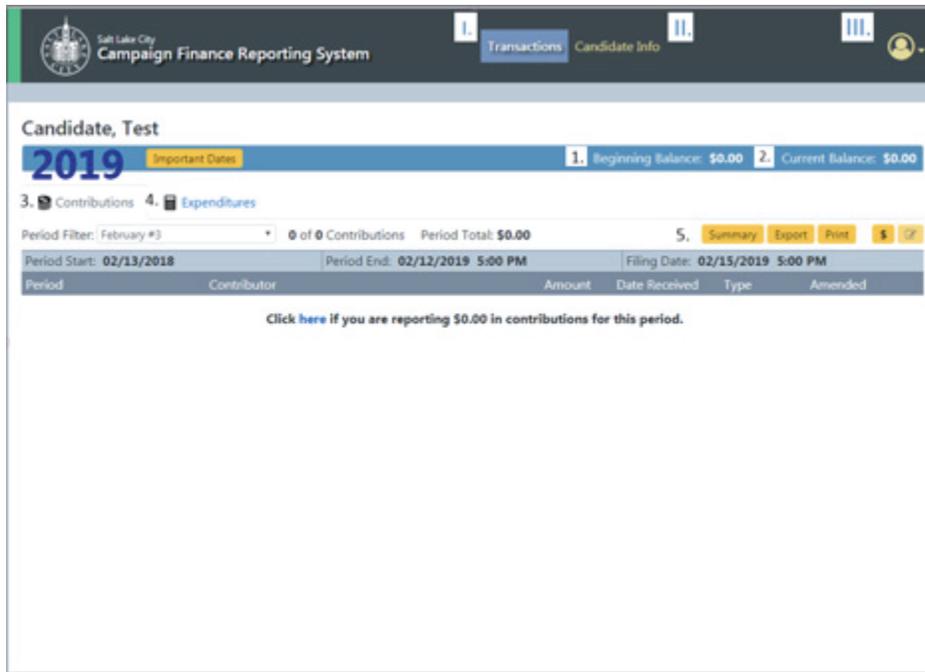
Enter the Login ID and temporary password provided to you via email and Select “Login”.



Navigating the System

The three main areas of the system are:

- I. Transactions
 1. Beginning Balance
 2. Current Balance
 3. Contributions
 4. Expenditures
 5. Summary, Export, Print
 6. Data Field
- II. Candidate Info
- III. User Menu



CANDIDATE INFORMATION

You can update your personal and campaign information by accessing the “Candidate Info” screen.

HINT: The Campaign Information email address is the email used for the registration of this system and cannot be changed without contacting the Recorder’s Office.

USER MENU

You can change your password or logout by accessing the “User Menu” in the top right corner.

CHANGE YOUR PASSWORD

It is recommended that your password be changed after your first login. Click on the icon in the top right corner and select “Change Password”, copy and paste your default password from the registration email into the “Old Password” field, then follow the character requirements for your new password.

Change Password

Old Password

New Password

Confirm New Password

Passwords may be 8 to 25 characters long and must contain at least three of the following character categories:

- Uppercase characters (A-Z)
- Lowercase characters (a-z)
- Digits (0-9)
- Special characters (~!@#\$%^&* _ + = \ \0 [] ; ' " < > . ? /)

Submit

ADDING CONTRIBUTIONS AND CONTRIBUTORS

Add Contribution

To add a contribution, click the  icon from the transactions page on the contributions tab.

Salt Lake City Campaign Finance Reporting System

Transactions Candidate Info

Candidate, Test

2019 Important Dates Beginning Balance: \$0.00 Current Balance: \$0.00

Contributions Expenditures

Period Filter: February #3 0 of 0 Contributions Period Total: \$0.00 Summary Export Print \$ Add

Period Start: 02/13/2018 Period End: 02/12/2019 5:00 PM Filing Date: 02/15/2019 5:00 PM

Period	Contributor	Amount	Date Received	Type	Amended
--------	-------------	--------	---------------	------	---------

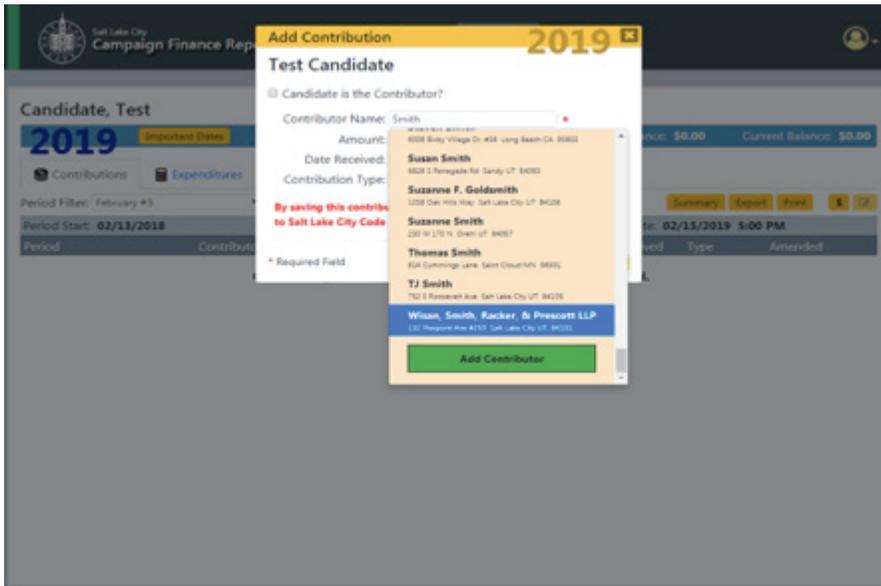
[Click here if you are reporting \\$0.00 in contributions for this period.](#)



If the candidate is the contributor, click “Candidate is the Contributor”, and enter the contribution details (amount, date received and contribution type), then click “Save”.

Add Contributor

If the candidate is not the contributor, begin entering the contributors name in the “Contributor Name” field. Contributors can be entered First Name, Last Name or Last Name, First Name when searching. If the Contributor has previously been entered into the system, their name will appear, verify the address and select the desired contributor. If the contributor is not in the system, or the address is different, scroll to the bottom of the list and select “Add Contributor”.



Enter the contributor’s details, then click “Save”.

Next enter the contribution details (amount, date received and contribution type), then click “Save”.

Amount: *

Date Received: *

Contribution Type: *

By saving this contribution, the Candidate acknowledges and agrees to Salt Lake City Code 2.46.050(H). [View Code Definition](#)

* Required Field Save Cancel

Aggregate Totals

If you receive contributions in the amount of \$50 or less, they may be entered as an aggregate, see Salt Lake City Code 2.46.090(4)(b)(2)(B), “The aggregate total of all contributions that individually do not exceed fifty dollars (\$50.00)”. Enter “Aggregate” as the contributor and the total of all contributions less than \$50.

Contributor Name: *

Aggregate
Salt Lake City UT 11111

Amount: *

Date Received: *

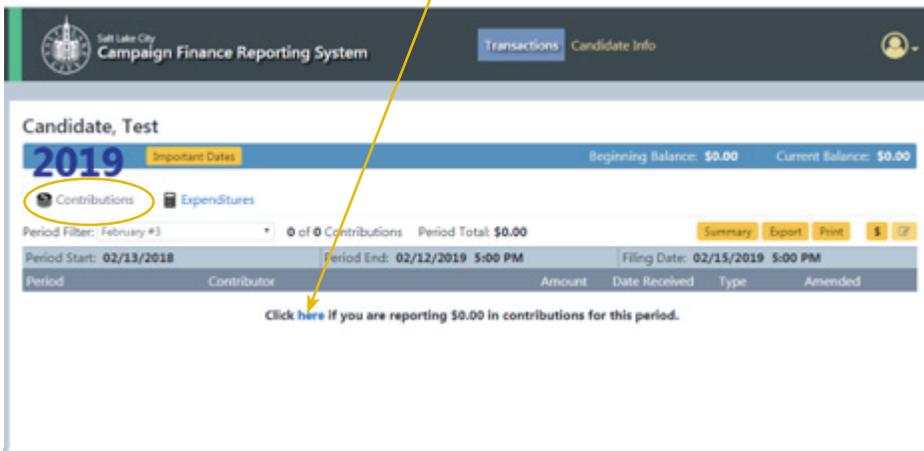
Contribution Type: *

By saving this contribution, the Candidate acknowledges and agrees to Salt Lake City Code 2.46.050(H). [View Code Definition](#)

* Required Field Save Cancel

No Contributions to Report

In the event your personal campaign committee had no contributions during a specific reporting period, the campaign finance statement shall indicate that no contributions were received during that reporting period. To report no contributions, simply click “here” in the data field under the contributions tab.



In-Kind Contributions

Nonmonetary contributions must also be entered as a contribution. To do this, choose “in-kind” in the drop down menu under “Contribution Type”.

Add Contribution 2019 ✕

Test Candidate

Candidate is the Contributor?

Contributor Name: *

Amount: *

Date Received: mm/dd/yyyy *

Contribution Type: *

By saving this contribution, the Candidate acknowledges and agrees to Salt Lake City Code 2.46.050(H). [View Code Definition](#)

* Required Field Save Cancel

HINT: In-kind contributions must also be entered as expenditures. See instructions for entering expenditures.

EDIT AND DELETE CONTRIBUTIONS

Contributions can be edited or deleted. Select the contribution you wish to edit by clicking on its row in the data field. This will turn the row blue and show a check mark on the right side of the row. Then click the icon in the top right.

Contributions Expenditures

Period Filter: February #3 3 of 55 Contributions Period Total: \$600.00 Summary Export Print 1 ✕

Period Start: 02/13/2018 Period End: 02/12/2019 5:00 PM Filing Date: 02/15/2019 5:00 PM

Period	Contributor	Amount	Date Received	Type	Amended
February #3	Example, Example	\$300.00	02/01/2019	Standard	
February #3	Example, Example	\$200.00	02/01/2019	Standard	<input checked="" type="checkbox"/>
February #3	Example, Example	\$100.00	02/01/2019	Standard	

Change the desired information, then click “Save” or delete the entire contribution.

Contributor Name: **Example, Example**
Abc St.
Salt Lake City UT 84111

Amount: 200.00 *

Date Received: 02/01/2019 *

Contribution Type: Standard *

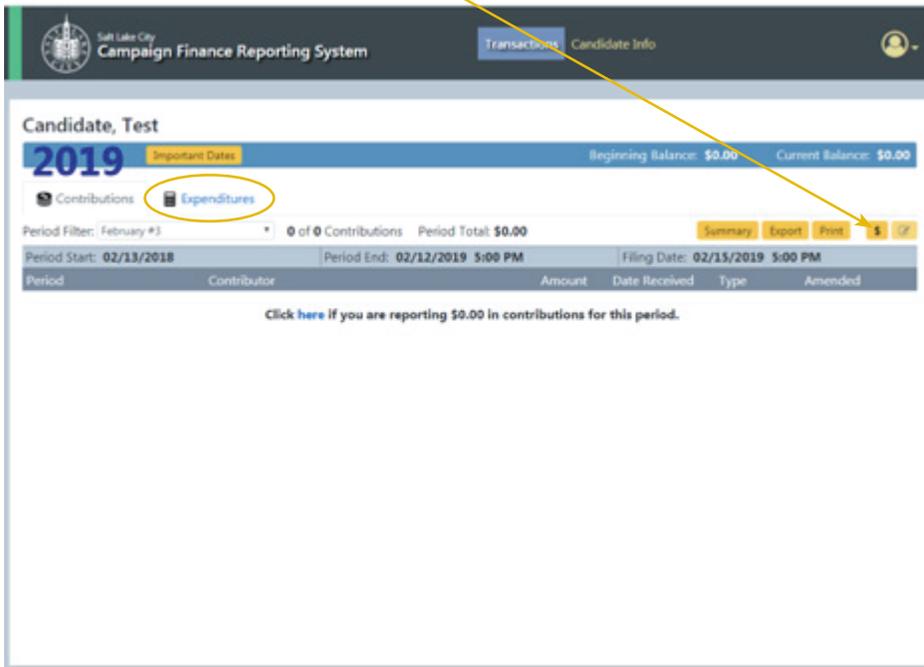
By saving this contribution, the Candidate acknowledges and agrees to Salt Lake City Code 2.46.050(H). [View Code Definition](#)

* Required Field Save Delete Cancel

NOTE: When a contribution is deleted, the City Recorder’s Office is notified by email.

ADD EXPENDITURES

To add an expenditure, click the  icon from the transactions page on the expenditures tab.



Enter the required information, then click “Save”.

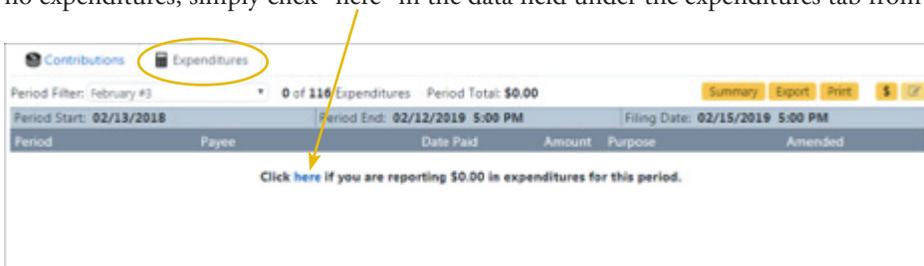


The 'Add Expenditure' form is displayed with a yellow header. It contains four required input fields: 'Payee', 'Amount', 'Date Paid' (with a date format 'mm/dd/yyyy'), and 'Purpose'. At the bottom right, there are 'Save' and 'Cancel' buttons.

HINT: Remember to enter any in-kind contributions as expenditures as well.

No Expenditures to Report

In the event your personal campaign committee made no expenditures during a specific reporting period, the campaign finance statement shall indicate that no expenditures were made during that reporting period. To report no expenditures, simply click “here” in the data field under the expenditures tab from the transactions screen.



Edit Expenditures

Expenditures can be edited or deleted. Select the expenditure you wish to edit by clicking on its row in the data field. This will turn the row blue and show a check mark on the right side of the row. Then click the  icon in the top right.



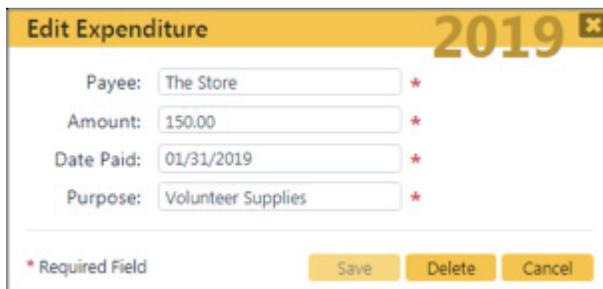
Contributions Expenditures

Period Filter: February #3 3 of 119 Expenditures Period Total: \$250.00 Summary Export Print \$ 

Period Start: 02/13/2018 Period End: 02/12/2019 5:00 PM Filing Date: 02/15/2019 5:00 PM

Period	Payee	Date Paid	Amount	Purpose	Amended
February #3	Smith's	02/01/2019	\$50.00	Food for Meeting	
February #3	ABC Print	02/01/2019	\$50.00	Campaign Signs	
February #3	The Store	01/31/2019	\$150.00	Volunteer Supplies	

Change the desired information, then click “Save” or delete the entire expenditure.



Edit Expenditure 2019 ✕

Payee: *

Amount: *

Date Paid: *

Purpose: *

* Required Field

Save Delete Cancel

NOTE: When an expenditure is deleted, the City Recorder's Office is notified by email.

Important Dates

By clicking on “Important Dates”, you can access the Primary Election, General Election and Filing Dates for your election cycle.

View Transactions

To view current and past contributions/expenditures, click on the “Period Filter” drop down menu. Select the desired period, the reporting period start and end dates appear in the bar under the filter drop down menu. You can toggle between the contribution and expenditures tabs to view the selected period data. Data can be sorted by clicking on the table headers, “contributor”, “amount”, “date received”, “type” and “amended”.



Contributions Expenditures

Period Filter: February #1 5 of 54 Contributions Period Total: \$2,570.00 Summary Export Print \$ 

Period Start: 02/16/2016 Period End: 02/10/2017 5:00 PM Filing Date: 02/15/2017 5:00 PM

Period	Contributor	Amount	Date Received	Type	Amended
February #1	Bruce Lelavi	\$100.00	02/29/2016	Standard	
February #1	Good Government PAC	\$500.00	08/30/2016	Standard	
February #1	Good Government PAC	\$500.00	06/27/2016	Standard	
February #1	Hillary for America	\$250.00	04/18/2016	Standard	
February #1	NGPVAN Credit Voucher	\$320.00	09/08/2016	Standard	

Summary

The Summary screen will show the current election cycle past reporting dates and the current pending date along with the election cycle beginning balance and current balance. This is what the public can see on the public facing side.

Export and Print

By clicking “Export”, the selected data downloads and converts to a csv file. By clicking “Print”, the selected data will be printable as a PDF.

CAMPAIGN FINANCE DISCLOSURE DATES



FILING DATES FOR 2019 CAMPAIGN FINANCE STATEMENTS

- **July 1, 2019**
(Reporting period: February 13, 2019 to June 28, 2019)
- **August 6, 2019** (7 days before the Primary Election*)
(Reporting period: June 29, 2019 to August 3, 2019)
- **September 12, 2019** – For unsuccessful candidates in Primary Election
(Reporting period: August 4, 2019 to September 9, 2019)
- **October 29, 2019** – For General Election candidates (7 days before the General Election*)
(Reporting period: August 4, 2019 to October 26, 2019)
- **December 5, 2019** – For General Election candidates
(Reporting period: October 27, 2019 to December 2, 2019)
- **February 18, 2020** – For all candidates
(Reporting period: December 3, 2019 to February 15, 2020)

*During the seven (7) day period before any election, **each personal campaign committee shall file with the City Recorder a verified report of each contribution over five hundred dollars (\$500.00) within twenty-four (24) hours after receipt of each such contribution.** Such report shall contain the information required by SLC Code § 2.46.090(A)(3).

OTHER REQUIREMENTS

- All statements are due at 5:00 p.m. on the filing due date.
- If a candidate fails to file the campaign finance statement which is due 7 days before the Primary or General Election before 5:00 p.m., the candidate will be disqualified and votes cast for the candidate will not be counted.

SECTION V

Election Forms

ELECTION FORMS



DECLARATION OF CANDIDACY

File between June 3, 2019 and June 7, 2019 during regular office hours, 8:00 a.m. to 5:00 p.m. Monday thru Friday. The declaration of candidacy must be filed in person. Utah State Code, 20A-9-203(2) requires the declaration be signed before the filing officer and read the constitutional and statutory qualification requirements for office to the candidate. The candidate must state whether or not they meet those requirements.

CANDIDATE INFORMATION

Filed at the time you register your personal campaign committee or when declaring candidacy.

REGISTRATION OF PERSONAL CAMPAIGN COMMITTEE

Required for every candidate PRIOR to collecting contributions or spending any funds.

DECLARATION TO LIMIT CAMPAIGN CONTRIBUTIONS AND EXPENDITURES

A candidate declares whether they plan to limit campaign contributions and expenditures or decline to limit (see below). Filed at the time of registering a personal campaign committee. If personal campaign committee remains open beyond the current election period, another declaration is made at the beginning of the next 4-year election period on February 15.

STATEMENT DECLINING TO MAKE A DECLARATION TO LIMIT CAMPAIGN CONTRIBUTIONS AND EXPENDITURES

Filed in lieu of the Declaration to Limit Campaign Contributions and Expenditures when the personal campaign committee is registered. If personal campaign committee remains open beyond the current election period, another declaration is made at the beginning of the next 4-year election period on February 15.

ELECTRONIC SIGNATURE AUTHORIZATION

Required as authorization to accept your online campaign finance statement.

FAIR CAMPAIGN PRACTICES PLEDGE

A voluntary pledge to follow the basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that after vigorously contested but fairly conducted campaigns, citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues. (UCA §20A-9-206).

FILING FEE WAIVER PETITION FOR MAYOR

In lieu of a fee, a person declaring their candidacy for Mayor may use this petition form to gather 45 signatures of residents who are at least 18 years old or older from each of the seven council districts (315 signatures total).

FILING FEE WAIVER PETITION FOR CITY COUNCIL

In lieu of a fee, a person declaring their candidacy for councilmember may use this petition form to gather 75 signatures of residents of the council district the candidate wants to represent.

NOMINATION PETITION

Any resident of Salt Lake City may nominate a candidate for an elected office by filing a nomination petition with the city recorder during office hours but not later than five o'clock (5:00) P.M. between June 1 and June 7.



CAMPAIGN FINANCIAL DISCLOSURE STATEMENT

Candidates may choose to file a hard copy statement instead of filing their statement in the online campaign reporting system.

FILING DATES

July 1, 2019..... all candidates file on this date.
 August 6, 2019..... all candidates file on this date.
 September 12, 2019 for candidates not successful in the Primary Election.
 October 29, 2019.....for candidates participating in the General Election.
 December 5, 2019..... for candidates who participated in the General Election.
 February 18, 2020..... all personal campaign committees left open.

AFFIDAVIT FOR WITHDRAWAL OF CANDIDACY

Filed when a candidate withdraws their candidacy, pursuant to UCA §20A-9-203(11).

STATEMENT REGARDING EXISTING PERSONAL CAMPAIGN COMMITTEE

This form is used when a candidate wishes to keep their personal campaign open past the General Election and into the next election cycle.

POST-ELECTION DECLARATION TO LIMIT CAMPAIGN CONTRIBUTIONS & EXPENDITURES OR POST-ELECTION STATEMENT DECLINING TO MAKE A DECLARATION TO LIMIT CAMPAIGN CONTRIBUTIONS AND EXPENDITURES

When a candidate decides to keep their personal campaign open past the General Election, a choice of either of these statements must be made.

TERMINATION REPORT

Filed when a candidate’s campaign committee ceases operation. Filed no later than 30 days after campaign committee has permanently ceased operations.

DISTRIBUTION OF SURPLUS FUNDS

Filed when a candidate’s campaign committee ceases operation. Filed no later than 30 days after campaign committee has permanently ceased operations.

Some of these forms need to be notarized. Public notary service is provided free of charge by the City Recorder’s staff at the Recorder’s Office in Room 415, 451 South State Street, Salt Lake City.

The following pages are the forms listed in this section. You may use or make copies of the forms. If you have a question, please call 801-535-7671 or e-mail elections@slcgov.com.



DECLARATION OF CANDIDACY

STATE OF UTAH)
) :SS
COUNTY OF SALT LAKE)

I, _____, being first sworn, say that I reside
(Print name exactly as it is to appear on the ballot)

at _____,

City of Salt Lake, County of Salt Lake, state of Utah, Zip Code _____, Telephone Number _____;

that I am a registered voter; and that I am a candidate for the office of _____, a four-year term.

I meet the legal qualifications required of candidates for this office. If filing via a designated agent, I attest that I will be out of the state of Utah during the entire candidate filing period. I will file all campaign financial disclosure reports as required by law and I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot. I request that my name be printed upon the applicable official ballots.

Email Address

Website (Optional)

Signature of Candidate
(Must be notarized or be signed in the presence of the filing officer. A designated agent may not sign on behalf of the candidate.)

Subscribed and sworn to before me by _____, on this _____ day of _____, 20____.

Notary Public (Clerk or other Officer Qualified to Administer Oath)

QUALIFICATIONS FOR CANDIDATE FILING DECLARATION



Please initial:

_____ The filing officer read the constitutional and statutory qualifications as listed below to me, and I meet those qualifications.

_____ I understand that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.

_____ I agree to file all campaign financial disclosure reports, and I understand that failure to do so may result in my disqualification as a candidate for this office, possible fines and/or criminal penalties, including removal of my name from the ballot.

_____ I received a copy of the pledge of fair campaign practices, and I understand that signing this pledge is voluntary.

_____ I provided a valid email, or physical address if no email is available, and I understand this will be used for official communications and updates from election officials.

_____ I understand I will receive all financial disclosure notices by email.

_____ I prefer to also receive financial disclosure notices by mail at the following address:

_____ I understand my name will appear on the ballot as it is printed on this declaration of candidacy, and that I may not make any amendments or modifications after 5:00 p.m. on June 7, 2019.

_____ I have received a copy of Section 20A-7-801 regarding the Statewide Electronic Voter Information Website Program and its applicable deadline.

Signature of Candidate

Date

QUALIFICATIONS

Before the filing officer accepts any declaration of candidacy, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether he/she fulfills the requirements. If the candidate indicates that he/she does not qualify, the filing officer may not accept his/her declaration of candidacy (Utah Code Section 20A-9-203).

MUNICIPAL CANDIDATE

Utah Code §10-3-301

Utah Code §20A-9-203

(1) Be a registered voter in the municipality.

(3) Pay a filing fee

(2) Must have resided within the municipality for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election.

(4) In accordance with Utah Constitution, Article IV, Section 6, a mentally incompetent individual, an individual convicted of a felony, or an individual convicted of treason or a crime against the elective franchise may not hold office in this state until the right to hold elective office is restored under Section 20A-2-101.3 or 20A-2-101.5.

PUBLIC RECORD DISCLAIMER



The information you provide on your declaration of candidacy, or nomination petition is a public record, and your information will be published, posted, or otherwise publicly accessible.

Utah Code §63G-2-305(52) allows you to make your residential and mailing address a protected record if you provide an alternate address or phone number. If you would like to make your residential and mailing address a protected record, please complete the following fields:

Yes, I would like to make my residential and mailing address on my declaration of candidacy, and/or nomination petition a protected record.

Name: _____

Please contact me using the alternate address or phone number:

Alternate Address: _____

OR

Alternative Phone Number: _____



CANDIDATE INFORMATION

Candidate for Office of: _____

Name: _____

Home Address: _____

City: _____, State _____, Zip _____

Cell Phone: _____

E-Mail Address: _____

CAMPAIGN COMMITTEE INFORMATION

Name of Campaign Chairperson: _____

Address-Campaign Headquarters: _____

Campaign Headquarters Phone: _____

Campaign Headquarters Email: _____

Who will be doing your Finance Statements: _____

Cell phone: _____

Email Address: _____



REGISTRATION OF PERSONAL CAMPAIGN COMMITTEE

I, _____, being duly sworn, do hereby state; I am a candidate for the 20____ Municipal Election in Salt Lake City for the Office of _____.

For the purposes of, and pursuant to Section §2.46.020 of the Salt Lake City Code, I herewith appoint the following person(s) as my Personal Campaign Committee:

NAME	POSITION	EMAIL ADDRESS	PHONE NO.

The E-mail address I designate for receiving official election filing notices is:

Candidate Signature

STATE OF UTAH)
 :SS
COUNTY OF SALT LAKE)

Subscribed and sworn/affirmed to before me this _____ day of _____, 20____

by _____.

Notary Public

Commission Expiration



DECLARATION TO LIMIT CAMPAIGN CONTRIBUTIONS & EXPENDITURES

STATE OF UTAH)
) :SS
COUNTY OF SALT LAKE)

I, _____, am a candidate for the office of _____ for the 20____ Municipal Election of Salt Lake City, Utah (the “Election”). I have read and understand Section §2.46.080 of the Salt Lake City Code. Candidate hereby promises to voluntarily limit campaign expenditures and contributions to his/her own personal campaign committee in accordance with Section §2.46.080 of the Salt Lake City Code, Salt Lake City Corporation is required to make public a report stating that I have made such a declaration.

DATED this _____ day of _____, 20____.

Candidate’s Signature

Print name

The foregoing Declaration to Limit Campaign Contributions and Expenditures was acknowledged before me this _____ day of _____, 20____, by _____, an individual.

Notary Public

Commission Expiration

All information supplied is determined to be public information and will be made available for public review at the Office of the City Recorder and on Salt Lake City Corporation’s website.



STATEMENT DECLINING TO MAKE A DECLARATION TO LIMIT CAMPAIGN CONTRIBUTIONS AND EXPENDITURES

STATE OF UTAH)
) :SS
COUNTY OF SALT LAKE)

I, _____, am a candidate for the office of _____
for the 20____ Municipal Election of Salt Lake City, Utah (the “Election”). I have read and understand Section
§2.46.080 of the Salt Lake City Code. I hereby decline to make a declaration, pursuant to such section, to
voluntarily limit campaign expenditures and my contributions to my own personal campaign committee in
connection with the Election. I acknowledge that pursuant to Section §2.46.080 of the Salt Lake City Code, Salt
Lake City Corporation is required to make public a report stating that I have declined to make such a declaration.

DATED this _____ day of _____, 20____.

Candidate Signature

The foregoing statement declining to make a Declaration to Limit Campaign Contributions and
Expenditures was acknowledged before me this _____ day of _____, 20____, by
_____, an individual.

Notary Public

Commission Expiration

All information supplied is determined to be public information and will be made available for
public review at the Office of the City Recorder and on Salt Lake City Corporation’s website.



SIGNATURE AUTHORIZATION FOR ELECTRONIC FINANCIAL DISCLOSURE

I, _____, candidate for office of _____,
affirm that reports of contributions and expenditures filed electronically with the Office of the Salt Lake City Recorder,
Elections Division, using the Salt Lake City Campaign Finance Disclosure System, will be complete, true and correct in
accordance with Salt Lake City Code §2.46.090.

I authorize the Office of the Salt Lake City Recorder to accept my reports filed electronically.

Candidate's Signature

Date



PLEDGE OF FAIR CAMPAIGN PRACTICES UCA § 20A-9-206

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

THEREFORE

I SHALL conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

I SHALL NOT use nor shall I permit the use of scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in or nor shall I permit the use of defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in nor shall I permit the use of any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

I SHALL NOT use nor shall I permit the use of any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting. **I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

I SHALL immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

I SHALL defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Name: _____

Signature: _____ Date: _____

FILING FEE WAIVER PETITION FOR MAYOR
THE UNDERSIGNED RESIDENTS OF SALT LAKE CITY BEING 18 YEARS OR OLDER
NOMINATE _____ TO THE OFFICE OF MAYOR.

COUNCIL DISTRICT # _____

NOTE: PLEASE COPY THIS FORM FOR EACH COUNCIL DISTRICT.

NAME (PRINTED)	NAME SIGNATURE	ADDRESS	PHONE NO.
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FILING FEE WAIVER PETITION FOR COUNCILMEMBER
THE UNDERSIGNED RESIDENTS OF SALT LAKE CITY BEING 18 YEARS OR OLDER
NOMINATE _____ TO THE OFFICE OF COUNCILMEMBER.

COUNCIL DISTRICT # _____

NOTE: PLEASE COPY THIS FORM FOR EACH COUNCIL DISTRICT.

NAME (PRINTED)	NAME SIGNATURE	ADDRESS	PHONE NO.
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NOMINATION PETITION

STATE OF UTAH)
) :SS
COUNTY OF SALT LAKE)

Pursuant to Utah State Code §20A-9-203(3)(c) Any resident of the municipality may nominate a candidate for a municipal office by: (i) filing a nomination petition with the City recorder between June 1 and June 7 of any odd-numbered year during regular office hours; and (ii) paying the appropriate filing fee.

I, _____, do hereby nominate _____
for the office of Salt Lake City _____, a four-year term in the 20__ Election. I do hereby state that said candidate meets the qualifications on the Declaration of Candidacy and such document has been signed and sworn to by them.

I reside at _____, Salt Lake City, County of Salt Lake, State of Utah, Zip Code _____, Telephone Number _____, Email Address _____.

Signature

Subscribed and sworn before me this _____ day of _____, 20 ____,
by _____, an individual.

Notary Public

Commission Expiration

CAMPAIGN FINANCE STATEMENT FINANCIAL REPORT TO SALT LAKE CITY RECORDER

NAME OF CANDIDATE OR POLITICAL COMMITTEE		OFFICE SEEKING	
STREET ADDRESS		CITY	ZIP CODE
AREA CODE & DAY PHONE	AREA CODE & FAX NUMBER	FILE DATE:	
		IS THIS AN AMENDMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	

- PREVIOUS -
TOTAL-TO-DATE

- COLUMN A -
TOTAL-TO-DATE

- COLUMN B -
TOTAL-TO-DATE

◀ Figure numbers in Column B by adding Previous Total-to-Date to numbers in Column A. If this is your first report for your campaign, the figures in Column A & B should be the same.

CONTRIBUTIONS RECEIVED			
1 TOTAL CONTRIBUTIONS RECEIVED (SEE SCHEDULE A)			
EXPENDITURES MADE			
2 TOTAL CONTRIBUTIONS MADE (SEE SCHEDULE B)			
BALANCE SUMMARY			
3 BALANCE AT THE BEGINNING OF REPORTING PERIOD			
4 TOTAL CONTRIBUTIONS RECEIVED (FROM LINE 1 COLUMN A)			
5 SUBTOTAL (ADD LINE 3 AND LINE 4)			
6 TOTAL EXPENDITURES MADE (FROM LINE 2 COLUMN A)			
7 TOTAL EXPENDITURES MADE (SUBTRACT LINE 6 FROM LINE 5)			

◀ Refer to Line 7 on your last report

SUMMARY PAGE
(Complete this page after filling out Schedule A and Schedule B)

PLEASE NOTE:
You must report all loans or donations given to your campaign from personal accounts.



NOTARY CERTIFICATE

STATE OF UTAH)
 :SS
COUNTY OF SALT LAKE)

I, _____, as _____
for _____

of the aforesaid personal or political campaign committee, being duly sworn, says the foregoing is a full and true statement or account of all contributions received or made by the committee, and of the disposition thereof made and all liabilities incurred by the committee to my knowledge and that all contributions and expenditures not heretofore reported have been reported and there are no bills or obligations outstanding and unpaid except as set forth in this report.

Candidate's Signature

Subscribed and Sworn to before me by _____ this ____ day of _____, 20____.

Notary Public

Commission Expiration



AFFIDAVIT FOR WITHDRAWAL OF CANDIDACY

STATE OF UTAH)
 :SS
COUNTY OF SALT LAKE)

I, _____, being first duly sworn, do hereby state I willingly and officially
(Candidate)
withdraw my Declaration of Candidacy/Nomination for the office of _____ in the 20 ____
Salt Lake City Municipal election.

Candidate's Signature

Subscribed and Sworn to before me by _____ this ____ day of _____, 20 ____.

Notary Public

Commission Expiration



STATEMENT REGARDING EXISTING PERSONAL CAMPAIGN COMMITTEE

STATE OF UTAH)
)SS
COUNTY OF SALT LAKE)

I, _____, was a candidate for the office of _____ for the 20____
Municipal General Election of Salt Lake City, Utah, or for the Primary Election preceding such General Election and my
personal campaign committee has not been terminated as of this date.

(Please mark one of the boxes below.)

- My personal campaign committee shall remain in existence after February 15, 20____.
- My personal campaign committee shall **not** remain in existence after February 15, 20____.

Candidate's Signature

The foregoing Statement Regarding Existing Personal Campaign Committee was acknowledged before me this _____ day
of _____, 20____, by _____, an individual.

Notary Public

Commission Expiration



DECLARATION TO LIMIT CAMPAIGN CONTRIBUTIONS & EXPENDITURES

STATE OF UTAH)
)SS
COUNTY OF SALT LAKE)

This declaration is made by _____
(Candidate)

DECLARATION

- (1) I was a candidate for the office of _____ for the 20____ Municipal Election of Salt Lake City, Utah.
- (2) I have read and understand Section §2.46.080(C) of the Salt Lake City Code.
- (3) I have elected to keep my personal campaign committee in existence and I hereby promise to voluntarily limit campaign expenditures and contributions to my own personal campaign committee in accordance with Section §2.46.080 of the Salt Lake City Code.

Candidate's Signature

Print name

The foregoing Declaration to Limit Campaign Contributions and Expenditures was acknowledged before me this _____ day of _____, 20____, by _____, an individual.

Notary Public

Commission Expiration

All information supplied is determined to be public information and will be made available for public review at the Office of the City Recorder and on Salt Lake City Corporation's website.



STATEMENT DECLINING TO MAKE A DECLARATION TO LIMIT CAMPAIGN CONTRIBUTIONS AND EXPENDITURES

STATE OF UTAH)
)SS
COUNTY OF SALT LAKE)

I, _____, was a candidate for the office of _____ in the 20____
Municipal Election of Salt Lake City, Utah. I have read and understand Section §2.46.080(C) of the Salt Lake City Code. I
have elected to keep my personal campaign committee in existence and I hereby decline to make a declaration, pursuant to
such section, to voluntarily limit campaign expenditures and my contributions to my own personal campaign committee.

Candidate's Signature

Print Name

The foregoing Declaration to Limit Campaign Contributions and Expenditures was acknowledged before me this _____
day of _____, 20____, by _____, an individual.

Notary Public

Commission Expiration

All information supplied is determined to be public information and will be made available for
public review at the Office of the City Recorder and on Salt Lake City Corporation's website.



TERMINATION OF PERSONAL CAMPAIGN COMMITTEE

STATE OF UTAH)
 :SS
COUNTY OF SALT LAKE)

I, _____, candidate for office of _____,
for the 20____ election, hereby certify that such personal campaign committee has permanently ceased operations and is
thereby terminated.

Signature of Secretary or Candidate

Subscribed and Sworn to before me by _____ this ____ day of _____, 20____.

Notary Public

Commission Expiration

CAMPAIGN FINANCE STATEMENT OF THE DISTRIBUTION OF ANY SURPLUS AND/OR THE PAYMENT OR COMPROMISE OF ALL DEBTS

Name of Committee	Office Sought/Office Holding
-------------------	------------------------------

Date	AMOUNT OF SURPLUS (Balance of last Financial Statement)	
------	---	--

RECIPIENT OF SURPLUS		
NAME	ADDRESS	AMOUNT

AMOUNT OF DEBT (Balance of last Financial Statement)	
--	--

RECIPIENT OF AMOUNTS FOR DEBTS PAID OR COMPROMISED		
NAME	ADDRESS	AMOUNT

This statement represents a good faith effort by the committee to comply with the provisions of Salt Lake City Code Chapter 2.46 and is, to the best knowledge of the committee, true, accurate, and complete.

PLEASE NOTE: This report must be filed no later than 30 days after the distribution of any surplus campaign funds and/or the payment or compromise of all debts.
All information supplied is determined to be public information and will be made available for public review. Distribution of Surplus or Debt Compromised Page 1 of 2.



STATE OF UTAH)
) :SS
COUNTY OF SALT LAKE)

I, _____, as _____
Print Name Secretary / Chairperson

for _____
Name of Committee

state that the foregoing is a full and true statement or account of all campaign surplus and the recipient(s) of such surplus and a full and true statement of all debts paid or compromised by the committee, and the persons to whom any debt was paid or compromised, and that there are no bills or obligations outstanding and unpaid.

Signature of Secretary / Chairperson

Date

All information supplied is determined to be public information and will be made available for public review. Distribution of Surplus or Debt Compromised Page 2 of 2.



SALT LAKE CITY
RECORDER'S OFFICE

451 S. State St. Rm 415
Salt Lake City, UT 84111
801-535-7671